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Commission Meeting

PACKET

January 9, 2003

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NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, JANUARY 9, 2003 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
January 9, 2003

1. ROLL CALL

   Sululagi Palega, Sr., President
   Julie Lee, Vice President
   George R. Brown, Commissioner
   Betty J. Smith, Commissioner
   Andrew J. Clark, Commissioner
   Neola Gans, Commissioner

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2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - √November 14, 2002 Regular Commission Meeting
   - √November 19, 2002 Special Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee - Nothing to Report
   Finance Committee – Nothing to Report
   Personnel Committee – Nothing to Report

7. REPORT OF GENERAL COUNSEL

4 49383 SFPL: ECONO JRS
75 SFPL 06/06/03 78

8. TENANT REPRESENTATIVE REPORT:

City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

(A) RESOLUTION RATIFYING THE APPROVAL AND EXECUTION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND THE CARPET, LINOLEUM AND SOFT-TILE WORKERS' UNION, LOCAL 12

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH SETO'S CONSTRUCTION TO PROVIDE CONSTRUCTION SERVICES FOR CANTILEVERED CANOPY FRAMING REPAIRS AT CAL 1-18(4), ALICE GRIFFITH, FOR AN AMOUNT NOT-TO-EXCEED $1,345,280.00

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENVIRONMENTAL, INC. TO PROVIDE ASBESTOS CONSULTING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

(D) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENVIRONMENTAL, INC., TO PROVIDE LEAD CONSULTING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

(E) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH LEE INCORPORATED TO PROVIDE CIVIL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $100,000

(F) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH F.W. ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $300,000

(G) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

(H) RESOLUTION APPROVING A LETTER OF AGREEMENT WITH THE SHERIFF'S DEPARTMENT TO PROVIDE CRIMINAL HISTORY INFORMATION AND RATIFICATION OF CRIMINAL HISTORIES OBTAINED BASED ON AN URGENT NEED

(I) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH THE KPA GROUP TO PROVIDE STRUCTURAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

SAN FRANCISCO HOUSING AUTHORITY

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Date: December 2, 2002

To: San Francisco Housing Authority Commissioners

Sululagi Palega, Sr., President
Julie Lee, Vice President
Neola Gans, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

From: Gregg Fortner, Executive Director

Subject: Resolution Ratifying the Approval and Execution of a Memorandum of Understanding (MOU) Between the San Francisco Housing Authority and the Carpet, Linoleum and Soft-Tile Workers' Union, Local 12

OVERVIEW

These negotiations have been completed and pursuant to the provisions of Government Code Sections 3500 et seq. (Meyers-Milias-Brown Act), the new MOU and ratification resolution are now being presented to your Commission for approval.

OBJECTIVES & ANTICIPATED OUTCOME

Pursuant to the provisions of Government Code Section 3500 et seq. to ratify the latest MOU with the Authority's Floor-Covering Layers and to effect its various provisions pertaining to wages, hours and terms and conditions of employment so that the Authority is in compliance with HUD prevailing wage regulations.

WHO BENEFITS

The Authority benefits by having a MOU with its Floor-Covering Layers that is in compliance with HUD regulations and that was negotiated pursuant to the provisions of the Meyers-Milias-Brown Act. The Authority also benefits from stronger management rights, performance management and zipper clauses, a standardized grievance procedure, and an overall standardization of language common among other craft MOUs. The unit members will derive various economic benefits from certain provisions of this MOU and its duration will serve to promote long-term, stable and harmonious relations with this group of employees over the next four (4) years.

BUDGET CONSIDERATIONS

All costs associated with the execution of the aforementioned MOU for this fiscal year have been budgeted and will be cost allocated as appropriate and in accordance with Federal regulations to the various funding sources of the Authority. The total costs from October 1, 2002 through September 30, 2003 are approximately $23,000. Costs for fiscal years 2004, 2005 and 2006 are estimated at $24,000 to $25,000 each year.

RESIDENT EMPLOYMENT

The Union is committed in its efforts to work with the Authority to promote resident union membership and employment and conveyed a strong willingness and desire to promote apprenticeships among the residents of public housing.

MBE/WBE STATUS

No Impact

RECOMMENDATION

Adopt the attached resolution approving the execution of the MOU between the Authority and the and the Carpet, Linoleum and Soft Tile Workers' Union Local 12 to be effective October 1, 2002 through September 30, 2006, a copy of which is attached as Exhibit A.

Attachments

(Prepared by Paul Howard)

RESOLUTION NO._____

DATE ADOPTED_____

RESOLUTION RATIFYING THE APPROVAL AND EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND THE THE CARPET, LINOLEUM AND SOFT-TILE WORKERS' UNION, LOCAL 12

WHEREAS, the San Francisco Housing Authority ("Authority") and the Carpet, Linoleum, and Soft-Tile Workers' Union, Local 12 (Union), have reached agreement on certain issues related to the compensation and terms and conditions of employment for unit members, pursuant to Government Code Sections 3500 et seq. (Meyers-Milias-Brown Act); and

WHEREAS, all costs associated with execution of the aforementioned Memorandum of Understanding will be cost allocated as appropriate and in accordance with Federal Regulations to the various funding sources of the Authority.

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Commissioners of the Authority hereby ratifies and approves the execution of the Memorandum of Understanding between the Authority and the Union for the period from October 1, 2002 through September 30, 2006, a copy of which is attached hereto as Exhibit A.

APPROVED AS TO FORM AND LEGALITY:

Carl L. Williams, General Counsel

12-5-02

REVIEWED BY:

Gregg Fortner, Executive Director

12/5/02

EXHIBIT A

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Memorandum of Understanding Between

The San Francisco Housing Authority

and

Carpet, Linoleum and Soft-Tile Workers'

District Council 16, Local Union 12

October 1, 2002 through September 30, 2006

TABLE OF CONTENTS

	Preamble	Pg. 1
Article 1	Effect and Term of Agreement	Pg. 1
Article 2	Support of Agreement	Pg. 1
Article 3	Separability	Pg. 1
Article 4	Zipper Clause	Pg. 2
Article 5	Management Rights	Pg. 2
Article 6	Representation and Security	Pg. 2
Article 7	Union Rights	Pg. 3
Article 8	Work Covered	Pg. 4
Article 9	Nondiscrimination	Pg. 4
Article 10	Safety, Security & Drug Tests	Pg. 4
Article 11	Labor/Management Committee	Pg. 6
Article 12	Outside Contracting	Pg. 6
Article 13	No Strike Clause	Pg. 6
Article 14	Employee Selection	Pg. 7
Article 15	Status, Seniority and Layoff	Pg. 7
Article 16	Performance and Discipline	Pg. 7
Article 17	Employee/Employer Disputes	Pg. 8
Article 18	Grievance Procedure	Pg. 8
Article 19	Clothing, Tools, Equipment & Drivers License	Pg. 11
Article 20	Wages and Fringe Benefits	Pg. 11
Article 21	Workday, Workweek & Overtime	Pg. 12
	Signatories	Pg. 13

PREAMBLE

This Memorandum of Understanding (hereinafter "MOU") is entered into by the San Francisco Housing Authority (hereinafter "Authority and the District Council 16 Carpet Linoleum and Soft Tile Workers, Local 12 (hereinafter "Union"), The Authority and the Union (hereinafter "Parties") mutually acknowledge their commitment and obligation to provide the highest possible quality of service to the clientele of the Authority. In discharging this commitment, the Parties reaffirm their responsibility to deliver service in the most efficient, effective and courteous manner at all times. The Parties agree to comply with all applicable laws, including provisions of the *Meyers-Milias-Brown Act* and all administrative regulations promulgated by the Department of Housing and Urban Development (hereinafter "HUD"), including Authority policies, procedures and practices that are not inconsistent with this MOU.

ARTICLE 1
EFFECT AND TERM OF AGREEMENT

It is understood and agreed that the provisions of this MOU shall prevail over Authority practices and procedures and over State laws to the extent permitted by such law, and that in the absence of specific MOU provisions, such practices and procedures are discretionary with the Authority to the extent permitted by State law. In no instance will Authority policies and procedures confer upon covered individuals benefits greater than those specifically provided for under the provisions of this MOU. This MOU is made and entered into as of the 1st day of October, 2002, by and between the Parties. The Parties agree to the provisions of the following articles through September 30, 2006.

ARTICLE 2
SUPPORT OF AGREEMENT

Except as otherwise provided for herein, the Parties agree to support this MOU for its term and neither will appear before the other to seek change or improvement in any matter subject to the negotiation process, except by mutual agreement of the Parties.

ARTICLE 3
SEPARABILITY

If any provision of this MOU is held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect. In the event of suspension or invalidation of any article or section of this MOU, the Parties agree to meet and negotiate within sixty (60) days after such determination to arrive at a mutually satisfactory replacement for such article or section.

ARTICLE 4
ZIPPER CLAUSE

This MOU contains the full and entire understanding of the Parties regarding the matters herein and may only be modified in writing upon mutual consent of the Parties. The Parties agree that all past practices, side letters and other understandings between the Parties, not expressly memorialized and incorporated into this MOU, shall no longer be enforceable.

ARTICLE 5
MANAGEMENT RIGHTS

1. Except as otherwise provided herein, it is understood and agreed that the Authority retains all of its powers and exclusive rights to organize, direct, manage and control its operations to the fullest extent of the law, including but not limited to, the right to determine its organization; direct the work of its employees; establish the times and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing these services; establish policies, goals and objectives; determine staffing patterns, including the number and kinds of personnel required; maintain the efficiency of Authority operations; build, move or modify facilities; determine and establish budgetary procedures and allocation; determine the methods of raising revenue; contract out work; and take action on any matter in the event of an emergency. Additionally, the Authority retains the right to classify duties, allocate positions to classes, hire, classify, assign, evaluate, promote, discipline and terminate an individual's employment.
2. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Authority, the adoption of policies, rules, procedures, and practices in the furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this MOU; and then only to the extent such specific and express terms are in conformance with law.
3. The Authority retains its right to amend, modify or suspend policies, procedures and practices referred to in this MOU in cases of emergency as provided in Public Contract Code Section 20654. Any amendment, modification or suspension shall be for a period no longer than the length of the emergency.

ARTICLE 6
REPRESENTATION & SECURITY

1. The Union has been certified by the Housing Authority Commission as the exclusive representative for Journey Floor Covering Layers, Apprentices and Forepersons. This MOU applies to employees in these classes who are employed in the Maintenance Program. All individuals covered by this MOU on its effective date, who are Union members in good standing, shall remain so. All individuals employed in the bargaining unit must as a condition of employment, become members in the local Union by the eighth (8^{th}) day of employment and remain in good standing.

2. Regular dues will be deducted from member paychecks in accordance with Authority procedures and upon voluntary written authorization by the member that is in accordance with the requirements of Section 300 of the California Labor Code. Dues deduction authorization may be revoked in the same fashion with a copy of such notice sent to the Union. All other legal and required deductions have priority over Union dues. Dues withheld by the Authority shall be transmitted to the designee identified in writing by the Union who is authorized to receive such funds. The Authority shall charge no service fee for the deduction and transmission of such dues and the Union shall indemnify, defend and hold harmless the Authority against any claim or suit related to such activity. The Union shall refund any amount paid in error upon presentation of supporting evidence.

3. All individuals accepted into membership shall maintain their continuous good standing in the Union as a condition of employment by paying regular monthly dues and admission fees uniformly paid by other members in the same classification, and in accordance with Union rules.

4. Should an individual fail to render the admission fee or fails to maintain membership in accordance with the provisions of this section, the Union shall notify the Authority, in writing, and the individual shall be discharged from employment immediately.

5. Should the Authority fail or refuse to discharge said individual immediately after being notified by the Union, the Union shall be free to remove all individuals covered by this MOU working for the Authority until said individual is discharged. If the Union chooses to withdraw all individuals as authorized in this section, it shall not constitute a violation of any actual or implied "no strike" obligation under this MOU.

ARTICLE 7
UNION RIGHTS

The Union's designated officers (Business Representatives and Stewards) shall have the following rights in addition to the rights contained in any other section of this MOU.

1. The right to job specifications, performance standards and rules of conduct that will enable the Union to fulfill its role as the certified representative of the individuals dispatched under this MOU.

2. The right to distribute this MOU to individuals dispatched to the Authority and to monitor MOU compliance.

3. The right to hold meetings on an "as needed" basis with members; however, such meetings shall be held prior to or after normal working hours, whenever possible.

4. The Union shall be entitled to appoint one (1) Steward who is a competent journey worker employed by the Authority, and who shall in addition to their normal work,

be permitted to perform during working hours, Union duties that cannot be performed at other times. Such duties shall be performed as expeditiously as possible and the Authority shall allow a reasonable amount of time for the performance of said duties. The Union shall immediately notify the Authority in writing of each Steward appointment.

ARTICLE 8
WORK COVERED

Covered work shall include, but not necessarily be limited to those items delineated in the Master Agreement in addition to ceramic tile work.

ARTICLE 9
NONDISCRIMINATION

1. The Authority agrees not to discriminate against any individual because of membership in the Union or because of any activities on behalf of the Union. In any event, such activities shall not interfere with the normal operations of the Authority.
2. The Parties agree to support the principles of Equal Employment Opportunity and will obey all laws and regulations regarding discrimination against any employee or applicant for employment because of religion, race, color, national origin, age, sex, sexual preference, or disability. The Authority will not, nor will the Union cause the Authority to, discharge or otherwise discriminate against any individual based on any of the above categories.

ARTICLE 10
SAFETY, SECURITY & DRUG TESTING

1. The Parties agree that it is in the best interests to all concerned to provide a safe, secure, and healthy working environment. The Authority and the individuals covered by this MOU agree to abide by the safety standards established by the State Department of Industrial Relations and comply with the Occupational Safety and Health Act.
2. To assure that health and safety hazards are handled in a timely fashion, the following procedures shall be followed: (1) employees shall report health or safety hazards to their immediate supervisor; (2) if the immediate supervisor is unable to abate the hazard, the matter shall be referred to the Authority's Director of Occupational Safety & Health who will meet with the employee and immediate supervisor regarding the matter; (3) if the matter cannot be resolved by the Authority's Occupational Safety & Health Director, it will be referred to that individual's immediate superior.
3. All carpet material required to be stretched over a distance of 12 feet or greater on the job shall be stretched with a power stretcher.
4. No individual shall be required to lift an unreasonable amount of weight without assistance from another person or assistive devises.

5. Among the individuals covered by this MOU, at least two (2) shall be certified in Hazardous Material & Asbestos removal.

6. The Parties recognize the problems that drug and alcohol abuse have created in the construction industry and the need to develop drug and alcohol abuse prevention programs. Accordingly, the Parties agree that to enhance the safety of the work place and to maintain a drug and alcohol free work environment, employers may require applicants or employees to undergo drug and alcohol testing. The Parties agree that any testing program shall be governed by the following provisions:

   (a) The use, possession, transfer or sale of illegal drugs, narcotics or other unlawful substances or alcohol is absolutely prohibited during work.

   (b) All applicants for employment will undergo a drug and alcohol screen at facility agreed upon by the Parties. The Authority shall pay each applicant or employee who takes and passes the drug and alcohol screen test, for the time it takes to undergo the testing, up to a maximum of two hours travel time, plus lab time. Payment shall be at the applicable wage and benefit rate set forth herein. Applicants not passing the drug and alcohol screen shall not be placed on the Authority's payroll. The Authority shall pay for the cost of administering the drug and alcohol screen. Individuals who test positive may request that they be given a Chromatographic Mass Spectrometer test and the Authority shall pay for that test. If the individual does not pass this test, the Authority shall not pay the wages for the time lost to testing.

   (c) The Authority may test an individual where there is reasonable cause to believe that the individual is impaired from performing his/her job. Reasonable cause shall be defined as displaying aberrant or unusual behavior, the type of which is recognized and accepted as symptomatic of impairment (i.e. slurred speech, unusual lack of muscle coordination, blood shot eyes, falling asleep on the job). Such behavior must be observed by two persons. An individual who refuses to take a test as a result of such observations shall be immediately discharged.

   (d) The Authority may require that individual involved in an accident resulting in damage to the plant, property or equipment or injury to himself/herself or others may be tested for drugs and alcohol.

   (e) There shall be no random drug and alcohol testing by the Authority.

   (f) An employee, who is using prescribed medication that might effect his/her job performance or safety, must inform their supervisor.

   (g) Current employees, if tested positive, shall have the prerogative for a rehabilitation program at the employee's expense. When such program has been successfully completed, the Authority shall not discriminate in any way against the employee. If work for which the employee is qualified exists, he/she shall be reinstated.

(h) All testing shall be conducted by a National Institute on Drug Abuse certified laboratory, chosen by the Parties

(i) The Employer agrees to hold the Union harmless from any claim arising out of the implementation of this drug testing program.

ARTICLE 11
LABOR / MANAGEMENT COMMITTEE

The Parties agree to continue the Labor/Management Committee that will meet as mutually agreed to discuss employment conditions. The committee membership shall consist of no more than two (2) Union members who are Authority employees and no more than three (3) individuals selected by Authority. The Union may select additional individuals who are not Authority employees.

ARTICLE 12
OUTSIDE CONTRACTING / COMPETITIVE BIDDING

1. Authority Resolution No. 2304 regarding Competitive Bidding authorizes and directs management to engage in outside competitive contracting at its discretion. All work that is put out to bid will be at the prevailing wage rates for the appropriate classifications in accordance with the regulations established by the Department of Housing and Urban Development, the policies of the Authority, federal regulations where Davis-Bacon wage rates are required, and local ordinances when city funds are utilized.

2. The Authority shall notify the Union in writing within ten (10) working days following the Board of Commissioners award of the contract, the name of the contractor(s), the starting date and the location of the project(s).

ARTICLE 13
NO STRIKES

1. The Parties agree there shall be no strike, lockout or work stoppage by either party. The Union may withhold individuals from dispatch or picket the Authority for non-payment of wages or trust fund contributions. The curtailment of operations for business reasons shall be at the sole discretion of the Authority and shall not be considered a lockout.

2. The observance of the picket line of another organization sanctioned by San Francisco Building and Construction Trades Council or the San Francisco Central Labor Council shall not be considered a violation of this article.

ARTICLE 14
EMPLOYEE SELECTION

Dispatch

Upon, phone, fax or E-mail notification by the Authority Human Resources staff, the Union shall expeditiously dispatch the requested classes and numbers of individuals to the Authority's Human Resources office for processing and hiring.

Selection

The Authority at its non-grievable discretion, may hire or refuse to hire any individual covered by this MOU and may select, and direct any and all Foreperson(s).

Apprentices

The Parties agree that every effort shall be made to recruit Apprentices from the public housing resident and Section 8 population in recognition of the federal requirement that the Authority's work force consist of 25% of these individuals.

ARTICLE 15
STATUS, SENIORTY & LAYOFF

Individuals covered by this MOU are casual employees, accrue no seniority or status and can be laid off at any time by the Authority, with or without advance notice. Notwithstanding this provision, the Steward shall be the last employee laid off provided he/she is qualified and able to perform the available work.

ARTICLE 16
PERFORMANCE & DISCIPLINE

1. The Authority reserves the right to establish performance standards for all classifications covered by this MOU. Any employee who does not meet acceptable standards of performance shall be instructed to cease work and return to the Union Hall.

2. The Authority shall establish reasonable rules and regulations concerning the conduct and performance of individuals covered by this MOU. The Union shall be given prior notice of the establishment of such rules and regulations and employees shall be informed of new or revised rules and regulations. The standard Authority *Performance Evaluation Factors* are attached as Appendix A.

3. The Authority reserves the right to take appropriate disciplinary action including, the immediate dismissal of individuals for violation of the Rules of Conduct or failure to meet performance standards as outlined in Appendix A . Violation of the Rules of Conduct shall include, but not be limited to possession of intoxicants (including alcohol and drugs) on the Authority's premises; being under the influence of intoxicants (including alcohol and drugs) during working

hours; insubordination; theft; falsification of records, including employment records, work records or time cards; gross negligence; dishonesty; fighting or inciting others to fight on Authority premises or during working time; failure to maintain a valid California driver's license or uninsurability by the Authority's insurance carrier; unauthorized use of the Authority's property or vehicles; deliberate destruction of any property not belonging to the employee; concealment of defective work; sleeping on the job, failure to report to work for two (2) consecutive work days without notice to the Authority; and excessive tardiness.

ARTICLE 17
EMPLOYEE / EMPLOYER DISPUTE ARBITRATION

All disputes or controversies arising out of, or relating to, an application for employment, employment and/or termination of employment will be settled exclusively by final and binding arbitration before an arbitrator selected by the Parties. By way of example only, such claims include claims under federal, state, and local statutory or common law, such as the Age Discrimination in Employment Act, Title VII the Civil Rights Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, California Fair Employment and Housing Act, Family Medical Leave Act, California Family Rights Act, the law of contract, and the law of tort. Each individual covered by this MOU shall sign a letter to abide by this provision.

ARTICLE 18
GRIEVANCE PROCEDURE

The following procedures are adopted by the Parties to provide for the orderly and efficient disposition of grievances and are the sole and exclusive procedures for resolving grievances as defined herein.

1. **Definition**

   A grievance shall be defined as any dispute that involves the interpretation, application of, or compliance with this MOU. Grievances that proceed beyond step one of the process may be filed only by the Union. The Parties agree that the grievance procedure and arbitration are the sole remedy for resolving disputes that arise from this MOU.

2. **Eligibility**

   All members of the bargaining unit can use the grievance process as a method to resolve alleged violations of specific provision(s) of this MOU. The process is also available to the Union for the resolution of issues as defined under **Definition** above. The Union shall initiate the grievance process at Step Two.

3. **Time Limits**

The time limits set forth herein may be extended or waived by mutual agreement of the Parties. Any such agreement must be confirmed in writing. For purposes of time calculation, a "day" is defined as a "working day"; thus, excluding weekends and holidays. Failure by the Authority to respond within the time limits at any level shall be implied as a negative response to the grievance and the Union shall have the right to proceed to the next level. Failure by the Union at any step in the process to adhere to specified time limits shall nullify the grievance and the right to grieve shall be waived and lost.

4. **Steps of the Procedure**

The grievance procedure is a four-level sequential process. Except for grievances involving multiple employees, all employee-initiated grievances must begin at Step One of the procedure. The step procedures set forth herein may be modified or waived by mutual agreement of the Parties. Any such agreement must be in writing.

A. **Step One - Immediate Supervisor**

An employee shall first attempt to resolve the alleged violation or dispute with his/her immediate supervisor. Not later than the tenth (10^{th}) working day after an employee knew, or should have known, of the alleged violation, the employee and/or his/her representative shall memorialize in written form the grievance to the employee's immediate supervisor and, thereafter, explain orally the grievance to the employee's immediate supervisor. The supervisor shall memorialize in written form a decision and present it to the employee and/or her/his representative within seven (7) working days of receiving the grievance in written form.

B. **Step Two - Human Resources Director**

If the alleged violation is not resolved informally with the immediate supervisor, the Union shall submit the grievance on behalf of the represented employee, in writing, to the Human Resources Director within seven (7) working days after receipt of the immediate supervisor's decision. Union initiated grievances shall commence at this step in the process. The Union must file a written grievance with the Human Resources Director within seven (7) working days of the Step One decision. The Human Resources Director or designee shall render a written decision setting forth the Authority's position within ten (10) working days after receipt of grievances at this level.

C. **Step Three - Executive Director**

If the response from the Human Resources Director is unsatisfactory to the employee and/or the Union, the Union may elevate the grievance to the Executive Director or designee within seven (7) working days after receipt of the Step Two decision. The Executive Director or designee may convene a grievance meeting within fifteen (15) working days with the

Union and one (1) bargaining unit member in addition to the grievant. The Executive Director shall respond to the grievance within fifteen (15) working days of the meeting, or if none is held, within twenty (20) working days of receipt of the appeal from the Step Two response. Grievances alleging improper dismissal must be filed in writing at Step Three, within seven (7) working days after such dismissal.

D. **Step Four - Arbitration**

If the Union is dissatisfied with the Step Three response, it may appeal by notifying the Executive Director, in writing, within fifteen (15) days of the Step Three decision that arbitration is being invoked. The Parties shall select an arbitrator within fifteen (15) days of receipt of the Unions written notice of its intent to arbitrate.

E. **Accelerated Grievance Procedure**

In the event there is a dispute regarding the implementation or application of this MOU that immediately affects the Union or a substantial number of its members, and that will result in harm for which monetary relief would be an insufficient remedy, either party may request, and with agreement from the other party, may submit the grievance immediately to the appropriate level agreed to by the Parties thus, bypassing all lower levels. The Union must notify the Authority in writing of its intent to request use of the Accelerated Grievance Procedure within ten (10) working days after the Union knew or should have known of the alleged violation.

F. **Arbitration, Arbitrators & Fees**

1. The Parties agree that any arbitration decision will be binding on all parties.
2. The arbitrator shall be selected by mutual agreement of the Parties. If the Parties are unable to agree upon an arbitrator, they shall request a list of five (5) arbitrators from the California State Mediation and Conciliation Service or Public Employee Relations Board (PERB). Upon receipt of such list, the Parties shall alternately strike one (1) name from the list until one (1) name remains. The party striking the first name shall be determined by the flip of a coin.
3. Except when an agreement of the facts is submitted by the Parties, it shall be the duty of the arbitrator to hear and consider the evidence submitted by the Parties, make written findings of fact, and render a disposition that shall be final and binding on the Parties. The arbitrator shall have no power to amend this agreement or to recommend amendment.
4. Fees and expenses incurred for the arbitrator shall be borne equally by both parties. Fees and expenses incurred for a reporter shall be borne solely by the party requesting such

service. If both Parties agree to the reporter services, the fees and expenses shall be shared equally by the Parties.

ARTICLE 19
WORK CLOTHING, TOOLS, EQUIPMENT & DRIVERS LICENSE

1. Within fifteen (15) days following initial appointment, the Authority shall provide two (2) sets of the required uniform items that individuals must wear along with their photo ID badges during work hours. Each fiscal year thereafter, the Authority will continue to provide a total of three (3) additional sets of uniform items per employee, to be distributed on or about November 15th and May 15th.
2. The Parties agree that each shall provide the required tools in accordance with the provisions of the Master Agreement. The Authority shall not be held responsible for normal wear or breakage to employee provided tools.
3. The Parties agree that the maintenance of a valid driver's license and insurability by the Authority's auto insurance carrier is an important element for successful job performance. The Parties acknowledge that individuals cannot legally operate Authority vehicles without a valid license. The Parties further agree that individuals suffering a revocation or suspension of their drivers license will immediately notify their Foreperson who will immediately notify his/her immediate superior so that appropriate actions can be taken, e.g. allowing the individual to ride with a licensed co-worker, if practical to do so. The Authority decisions in these matters are discretionary and non-grievable.

ARTICLE 20
WAGES & FRINGE BENEFITS

1. The Journey Floor Covering Installer total taxable/non-taxable compensation package shall be as contained in the Master Agreement(s) in effect during the term of this MOU, in accordance with the following schedule. Detail in Appendix B

$44.12	**October 1, 2002**
$44.62	**January 1, 2003**
$45.37	**July 1, 2003**
$46.12	**January 1, 2004**
$46.87	**July 1, 2004**
$47.62	**January 1, 2005**
TO BE DETERMINED BY SUCCESSOR MA	**July 1, 2005**
TO BE DETERMINED BY SUCCESSOR MA	**January 1, 2006**

2. The Apprentice base wage rates and fringe benefits shall be in accordance with the *Apprentice Percentage Schedule* in the Master Agreement(s) in effect during the period of this MOU.
3. In accordance with the Master Agreement, the Foreperson base wage rate shall be $2.00 per hour above the Journey Floor Covering Installer base wage rate.

4. Fringe benefit categories shall be those identified in the Master Agreement(s). Remittances to the respective trust funds shall be made in accordance with the provisions contained in Appendix B of this MOU and as modified each year by the Union or successor Master Agreements. Any reallocation or formula changes shall occur only on July 1st of each year of this MOU. The Union shall notify the Authority in writing of such changes. Reallocations shall be effective no later than the second pay period following receipt of such notice. The Authority agrees to sign any and all documents required by the trust funds to ensure proper acceptance of remittances.

5. Individuals covered by this MOU who are duly certified and trained to perform hazardous material related activities and who are required to perform such activities that involve the wearing of protective equipment, shall be paid one dollar ($1.00) per hour above their normal taxable hourly wage for the actual number of hours spent working in this capacity.

ARTICLE 21
WORKDAY, WORKWEEK & OVERTIME

This article defines the normal hours of work and overtime provisions and shall not be construed as a guarantee of hours of work per day nor of days of work per week.

WORK DAY

The normal workday shall be eight (8) hours between the hours of 8:00 A.M. and 4:30 P.M.

WORK WEEK

The normal workweek shall consist of 40 hours of work, Monday through Friday.

SHOW-UP TIME

When an individual has been directed to report to work and there is no work provided by the Authority, he/she shall be paid two (2) hours show up time. If after reporting to work, inclement weather results in the inability to perform the required work, the individual shall be entitled to show up time only if they remain on the job site for at least two (2) hours while waiting for the weather to improve. If the supervisor cancels the workday because of inclement weather prior to the two (2) hour mark, individuals shall receive two (2) hours pay. If the individual works at least two (2) hours and inclement weather causes the workday to be cancelled, the individual shall be paid for the actual hours worked.

OVERTIME

When workload necessitates or emergencies arise, the Authority has the right to request individuals to work more than eight (8) hours. Overtime will be paid according to the following schedule.

Weekdays - In excess of 8 hours, up to 12 hours = Time and one-half (1½x).

Weekdays - In excess of 12 hours = Double Time (2x).

Saturdays & - Up to 8 hours = Time and one-half (1½x), in excess of 8 hrs = Double time (2x).

Sundays, Holidays & "Designated Days Off" – Double Time (2x) for all hours worked.

HOLIDAYS & DESIGNATED DAYS OFF

Recognized holidays are New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday following Thanksgiving Day, and Christmas Day. If any of the above holidays fall on a Saturday the preceding Friday shall be observed as the holiday. Holidays that fall on Sunday, the following Monday shall be observed as the holiday. Except for the preceding holidays and "designated days off", individuals desiring to work shall be allowed to do so, even if the Authority is otherwise closed for business, (e.g. Admissions Day). No work under any circumstances shall occur on Labor Day. In addition to recognized holidays, there shall be six (6) "designated days off" as reflected in Appendix C.

MEAL PERIODS

Meal periods are one half (½) hour, do not count as time worked, and are not compensable in any way.

CALL BACK

Call back pay shall be a minimum of two (2) hours and subject to the overtime provisions in this MOU, if applicable.

SIGNATORIES

This MOU has been entered into in accordance with the provisions contained in article I, on this 4th day of November 2002 by the following:

Floor Covers Negotiation Team:

Mark Van Zevern, Special Assistant To The Business Manager

Gene Hopkins, Business Representative

Housing Authority Representative:

Paul Howard, Chief Negotiator

ANNUAL AND PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION FORM

PROBATIONARY EMPLOYEE

- ☐ FIRST
- ☐ SECOND

REGULAR EMPLOYEE

- ☐ ANNUAL

NAME (Last First Initial)	SOCIAL SECURITY NUMBER	REPORT DATE
POSITION TITLE		DATE PROBATION ENDS
DEPARTMENT NAME	DIVISION/UNIT	EMPLOYEE'S WORK LOCATION

YOUR WORK PERFORMANCE WILL DETERMINE WHETHER YOU OBTAIN REGULAR EMPLOYMENT STATUS

QUALIFICATION FACTORS	RATINGS ARE INDICATED BY "X" MARKS			
	UNACCEPTABLE	DEVELOPMENT NEEDED	STANDARDS ACHIEVED	OUTSTANDING
1. **SKILL**-Expertness in doing specific tasks; accuracy; precision, completeness, neatness, quantity.				
2. **KNOWLEDGE**-Extent of knowledge of methods, materials, tools, equipment, technical expressions and other fundamental object matter.				
3. **WORK HABITS** - Organization of work; care of equipment, punctuality and dependability; industry; follows good practices of vehicle and personal safety.				
4. **RELATIONSHIPS WITH PEOPLE** - Ability to get along with others; effectiveness in dealing with the public, other employees, residents, or vendors.				
5. **LEARNING ABILITY** - Speed and thoroughness in learning procedures, laws, rules and other details; alertness; perseverance.				
6. **ATTITUDE** - Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.				
7. **SUPERVISORY ABILITY** ***(if applicable)*** - Proficiency in training employees and in planning, organizing, assigning and producing work; leadership; ability to communicate orally and in writing, ability to motivate subordinates.				
8. **ADMINISTRATIVE ABILITY** ***(if applicable)*** – Prompt action; sound decisions, application of good management practices; understanding and effective implementation of departmental and personnel management polices.				
9. **FACTORS NOT LISTED ABOVE** (Use additional sheets if more space is needed.)				
OVERALLL RATING - The over-all rating must be consistent with the factor ratings and comments, but there is no prescribed formula for computing the over-all rating.				

COMMENTS TO EMPLOYEE - *(Supervisor should include factual examples on work especially well or poorly done and give suggestions as to how performance can be improved. Factor and overall ratings of unacceptable and overall ratings of outstanding must be substantiated. Use additional sheets if more space is needed).*

Rater discussed report with employee (Must be attempted) ☐ YES ☐ NO

I RECOMMEND YOU BE GRANTED REGULAR EMPLOYMENT STATUS ☐ YES ☐ NO

RATER'S SIGNATURE	TITLE	DATE SIGNED
EMPLOYEE'S SIGNATURE	DATE SIGNED	☐ I would like to discuss this report with the reviewing officer.

REVIEWING OFFICER'S SIGNATURE

- ☐ I concur in the ratings given by the rater.
- ☐ I have made following changes in this report (Use additional sheets if more space is needed).

DATE SIGNED

DATE DISCUSSED WITH EMPLOYEE

DISTRIBUTION COPIES: 1. Personnel Files 2. Employee 3. Supervisor 4. Miscellaneous

District Council 16

(Bay Area) Floor Covering Wage Schedule

Effective September 1, 2002

		TAXABLE/ NET WAGE	BASE WAGE	HEALTH & WELFARE	PENSION	APPRENTICE FUND	IUPAT JATF	IUPAT LMCI	WORK PRESERVATION	INDUSTRY FUND	DUES CHECK-OFF	WAGE EQUALIT UES CHECK-OFF	VAC/HOL	TOTAL PACKAGE
JOURNEYMAN FLOOR COVERING INSTALLER														
JOURNEYMAN		$33.85	$30.40	$4.55	$4.85	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.40)	($3.45)	$44.12
LEADMAN		$35.85	$32.40	$4.55	$4.85	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.40)	($3.45)	$46.12
APPRENTICE FLOOR COVERING INSTALLER														
6 MONTHS	50%	$16.93	$15.20	$4.55	$2.43	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.20)	($1.73)	$24.77
6 MONTHS	55%	$18.62	$16.72	$4.55	$2.67	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.22)	($1.90)	$26.71
6 MONTHS	60%	$20.31	$18.24	$4.55	$2.91	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.24)	($2.07)	$28.64
6 MONTHS	65%	$22.00	$19.76	$4.55	$3.15	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.26)	($2.24)	$30.58
6 MONTHS	70%	$23.70	$21.28	$4.55	$3.40	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.28)	($2.42)	$32.51
6 MONTHS	75%	$25.39	$22.80	$4.55	$3.64	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.30)	($2.59)	$34.45
6 MONTHS	80%	$27.08	$24.32	$4.55	$3.88	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.32)	($2,76)	$36.38
6 MONTHS	90%	$30.47	$27.36	$4.55	$4.37	$0.48	$0.05	$0.05	$0.06	$0.23	($0.97)	($0.36)	($3.11)	$40.25
FLOOR PREPARATION WORKER														
		$23.67	$21.28	$4.55	$4.58	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	($0.28)	($2.39)	$33.14
FLOOR PREPARATION WORKER TRAINEE														
6 MONTHS	45%	$9.58	$9.58	$4.55	$0.09	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	($0.13)	$0.00	$14.56
6 MONTHS	50%	$11.84	$10.64	$4.55	$0.09	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	($0.14)	($1.20)	$16.82
6 MONTHS	55%	$13.02	$11.70	$4.55	$0.60	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	($0.15)	($1.31)	$18.51
6 MONTHS	60%	$14.20	$12.77	$4.55	$0.86	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	($0.17)	($1.43)	$19.95
6 MONTHS	65%	$15.39	$13.83	$4.55	$1.12	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	($0.18)	($1.55)	$21.40
6 MONTHS	70%	$16.57	$14.90	$4.55	$2.13	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	($0.20)	($1.67)	$23.59
6 MONTHS	80%	$18.94	$17.02	$4.55	$3.15	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	($0.22)	($1.91)	$26.98
6 MONTHS	90%	$21.30	$19.15	$4.55	$4.17	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	($0.25)	($2.15)	$30.36
FLOOR COVERING HANDLER														
		$13.54	$12.16	$4.55	$1.94	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	$0.00	($1.38)	$20.37
FLOOR COVERING HANDLER TRAINEE														
3 MONTHS	80%	$10.83	$9.73	$4.55	$1.55	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	$0.00	($1.10)	$17.27
3 MONTHS	90%	$12.19	$10.94	$4.55	$1.75	$0.00	$0.00	$0.05	$0.06	$0.23	($0.97)	$0.00	($1.24)	$18.82

( ) Dues Ch Off, Wage Equality Dues Check-Off and Vacation/ Holiday Funds are de d from Taxable Wage hourly

Appendix C

FLOOR COVERING

JANUARY 1, 2002 – DECEMBER 31, 2002

JULY 2002

S	M	T	W	T	F	S
	1	2	3	(4)	[5]	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2002

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	[30]	31

SEPTEMBER 2002

S	M	T	W	T	F	S
1	(2)	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2002

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2002

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	(28)	[29]	30

DECEMBER 2002

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	[24]	(25)	26	27	28
29	30	31				

◯ = LEGAL HOLIDAYS ☐ = DESIGNATED OFF DAYS

FLOOR COVERING

JANUARY 1, 2003 – DECEMBER 31, 2003

JANUARY 2003

S	M	T	W	T	F	S
			(1)	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	(20)	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2003

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2	3	4	5	6	7	8
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16	(17)	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2003

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APRIL 2003

S	M	T	W	T	F	S
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13	14	15	16	17	[18]	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2003

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	[23]	24
25	(26)	27	28	29	30	31

JUNE 2003

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30					

JULY 2003

S	M	T	W	T	F	S
		1	2	[3]	(4)	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2003

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24	25	26	27	28	[29]	30
31						

SEPTEMBER 2003

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28	29	30				

OCTOBER 2003

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19	20	21	22	23	24	25
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NOVEMBER 2003

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23	24	25	26	(27)	[28]	29
30						

DECEMBER 2003

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14	15	16	17	18	19	20
21	22	23	24	(25)	[26]	27
28	29	30	31			

( ) = LEGAL HOLIDAYS [ ] = DESIGNATED OFF DAYS

FLOOR COVERING

JANUARY 1, 2004 – DECEMBER 31, 2004

JANUARY 2004

S	M	T	W	T	F	S
				(1)	2	3
4	5	6	7	8	9	10
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18	(19)	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2004

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8	9	10	11	12	[13]	14
15	(16)	17	18	19	20	21
22	23	24	25	26	27	28
29						

MARCH 2004

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21	22	23	24	25	26	27
28	29	30	31			

APRIL 2004

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	[9]	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2004

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16	17	18	19	20	21	22
23	24	25	26	27	[28]	29
30	(31)					

JUNE 2004

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20	21	22	23	24	25	26
27	28	29	30			

JULY 2004

S	M	T	W	T	F	S
				1	[2]	3
4	(5)	6	7	8	9	10
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25	26	27	28	29	30	31

AUGUST 2004

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SEPTEMBER 2004

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26	27	28	29	30		

OCTOBER 2004

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24	25	26	27	28	29	30
31						

NOVEMBER 2004

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	(25)	[26]	27
28	29	30				

DECEMBER 2004

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19	20	21	22	23	(24)	25
26	27	28	29	30	(31)	

○ = LEGAL HOLIDAYS □ = DESIGNATED OFF DAYS

FLOOR COVERING

JANUARY 1, 2005 – DECEMBER 31, 2005

JANUARY 2005

S	M	T	W	T	F	S
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FEBRUARY 2005

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13	14	15	16	17	[18]	19
20	(21)	22	23	24	25	26
27	28					

MARCH 2005

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20	21	22	23	24	[25]	26
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APRIL 2005

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24	25	26	27	28	29	30

MAY 2005

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1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	[27]	28
29	(30)	31				

JUNE 2005

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	[17]	18
19	20	21	22	23	24	25
26	27	28	29	30		

○ = LEGAL HOLIDAYS ☐ = DESIGNATED OFF DAYS

B

SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DOCUMENTS DEPT.

JAN 8 2003

SAN FRANCISCO
PUBLIC LIBRARY

DATE: DECEMBER 4, 2002

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: GREGG FORTNER, SECRETARY/EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH SETO'S CONSTRUCTION TO PROVIDE CONSTRUCTION SERVICES FOR CANTILEVERED CANOPY FRAMING REPAIRS AT CAL 1-18(4), ALICE GRIFFITH, FOR AN AMOUNT NOT-TO-EXCEED $1,345,280.00

OVERVIEW

This resolution authorizes the Executive Director to execute a contract with Seto's Construction to provide construction services for Cantilevered Canopy Framing Repairs at CAL 1-18(4), ALICE GRIFFITH. The Authority issued Solicitation No: 02-620-IFB-053 on November 4, 2002 following review and approval of the bid package by the Finance and Procurement Departments.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws.

The Authority advertised for bidders and outreached to potential bidders as follows:

Past Bidders List, Contractors Blue Book & Yellow Pages: The Authority e-mailed, faxed or mailed its "Request for Bids" to 127 individual contractors listed in the Authority's Past Bidders List, the Contractors Blue Book and telephone directory yellow pages.

HRC: The Authority e-mailed, faxed or mailed its "Request for Bids" to 83 MBE/WBE contractors listed by the San Francisco Human Rights Commission.

Labor Unions: The Authority mailed its "Request for Bids" to Stan Warren at the San Francisco Buildings Trade Council and hand delivered a copy to Carpenters Union Local 22.

Newspapers: The Authority publicly advertised its "Request for Bids" in the following newspapers:

- Daily Pacific Builder (trade publication) 11/4/02 through 11/15/02
- San Francisco Bay View (African American community) 11/6/02 through 11/13/02
- Sing Tao Daily (Asian American Community) 11/6/02 through 11/15/02

Additional Newspapers: The Authority e-mailed its "Request for Bids" to the San Francisco Board of Supervisors office who placed the advertisement in the following community newspapers:

- San Francisco Bay View (African American community),
- El Latino (Hispanic American community),
- El Reportero (Hispanic American community),
- Asian Week (Chinese American community),
- Chinese Times (Chinese American community),
- San Francisco Bay Times (Lesbian/Gay/Bi-sexual/Transgender community),
- San Francisco Spectrum (Lesbian/Gay/Bi-sexual/Transgender community).

Public Agency Websites: The Authority e-mailed its "Request for Bids" to the following agencies who placed the advertisement in their website bulletin boards:

- City and County of San Francisco (City Purchasing Department),
- SBA
- Sub-Net
- Bid-Net
- MBDA

Builders Exchanges: The Authority sent its "Request for Bids", Plans and Specifications to the following Builders Exchanges, where the documents are available to Contractors for review and bid preparation:

- Dodge Scan/Daily Pacific Builder,
- San Francisco Builders Exchange,
- Peninsula Builders Exchange,
- Builders Exchange of Alameda, County
- Santa Clara Builders Exchange,

- Contra Costa Builders Exchange
- BV2HP Builders Exchange
- MECA Builders Exchange
- Marin Builders Exchange
- Building Exchange of Stockton
- Construction Data Plan Room
- Solano-Napa Builders Exchange
- Building Trades Council

The Authority issued Solicitation No. 02-620-IFB-053 to twenty four (24) potential bidders. At the pre-bid site inspection on November 20,2002, twenty-nine (29) contractors, the Authority's Consultants and Authority staff were present.

The Authority received seven (7) sealed responsible and responsive bids for the work, which were publicly opened and read aloud on December 4, 2002. The submitted bids are as follows:

#	BIDDER	BID	MBE/ WBE	25% RES. HIRE	SUBCONTRACT'R	MBE / WBE	SOURCE OF BID AWARENESS
1	Seto's Construction	$1,345,280.00	Yes	Yes	1. Reliance Construction 2. 101 Roofing 3. Davidson Plaster 4. Doherty Painting 5. Hanson Electrical	No Yes No Yes Yes	Not known
2	Fine Line Construction	$1,477,239.00	Yes	Yes	1. Allen Ricci Roofing 2. NB Drywall 3. RB Construction 4. Monticelli Painting 5. FMI Inc.	No Yes No Yes No	S.F.H.A. direct solicitation
3	Bay Construction	$1,596,830.00	Yes	Yes	1. Davidson Plaster 2. Pacific Environ. 3. Roger Construction	No Yes No	Daily Pacific Builder
4	CDX Builders	$1,638,000.00	No	Yes	1. NB Drywall 2. G. Martin Electric 3. Bayview Environ. 4. Western Roofing	No Yes Yes Yes	Website
5	Pioneer Contractors	$1,880,725.00	Yes	Yes	1. Trades Staff Contracting 2.Quantum Environmental	No No	Not known

6	Alten Construction	$1,927,396.00	No	Yes	1. Pioneer Contractors 2. James Island Plaster 3. Harrison Drywall 4. AJS paint & Deco 5. Trade Staff	Yes Yes No No No	Not known
7	Competent Builders Inc.	$1,997,000.00	No	Yes	1. IMR Roofing 2. Davidson Plaster 3. Herbert Construction 4. Billinger Co. 5.Synergy Environmental	Yes No No No No	SFHA invitation

Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest, responsive and responsible bid. Therefore no panel was required to evaluate qualifications of various bidders for selection. Based on the above bids, Seto's Construction is the lowest, responsive and responsible bidder. The low bid is 4% lower than the consultant's cost estimate and budgeted amount.

OBJECTIVES

The objective of the Resolution is to authorize the Executive Director to enter into a contract to repair dry-rotted canopies over dwellng unit rear entry doors, repair subsequent water damage to unit interiors, and install new roofing and flashing at rear canopies to protect the health and safety of residents. Improvements being contracted for include but are not limited to the following Scope of Work:

1. Demolition of existing exterior and interior finishes as required to inspect and repair/replace all cantilevered outriggers, joists, rim joists, blocking, and other components.
2. Repair/replace deteriorated structural wood components.
3. Replace demolished exterior stucco and wood trim with new.
4. Replace demolished interior gypsum wallboard and wood trim with new.
5. Install new roofing and flashing at canopies.
6. Repaint affected areas to match existing.

PRESENT SITUATION

Alice Griffith, constructed in 1962, is a wood frame family housing development containing 254 units in two story buildings. The canopies above rear entry doors at all units are dry-rotted and in need of repair.

In September 2001, the Authority entered into contracts to repair and re-roof all dry rotted canopies and to re-roof all buildings. During reconstruction of the canopies the extent of dry rot damage to the canopies, interior ceiling framing and adjacent walls was revealed. The dry rot was so extensive that the scope of work was limited to the reconstruction and re-roofing of all front entry canopies and surrounding areas in order to stay within the contract and budget amounts. Repair to the rear entry canopies and their re-roofing was deleted from the scope of

work to be rebid at a later date. Repair of the front canopies and building re-roofing was completed.

ANTICIPATED OUTCOMES

Repair of the deteriorated framing is needed for the life-safety of residents. The framing repair of the canopies is necessary to complete the work started last year, and to protect the rear door and window openings. Seto's Construction will provide a two-year guarantee for materials and workmanship, in compliance with Authority standards.

WHO BENEFITS

Public housing residents will benefit from improved living conditions. The capital improvements will also benefit the Authority's real property assets and add to the longevity of the structures. The project will also provide employment for public housing residents under the resident hiring requirements.

BUDGET CONSIDERATIONS

The Cantilevered Canopy Framing Repair work is be funded in the Year 2001 Capital Fund Program budget. The low bid is 4% lower than the consultant's cost estimate and budgeted amount.

RESIDENT EMPLOYMENT

Seto's Construction is committed to exceeding the 25 percent resident hiring goal on this job. At least four of the 15 craft and administrative positions will be SFHA public housing residents.

MBE/WBE STATUS

Seto's Construction, Inc. is an MBE/WBE Contractor who will subcontract to five (5) subcontractors, three of which are MBE/WBE. The contractor is non-union but has agreed to comply with the hiring requirements of the SFHA/Building and Construction Trades Council MOU as follows:

1. All craftwork performed for this Project will be performed in accordance with the terms of the applicable collective bargaining agreement for the jurisdiction of this work.
2. Craft workers, including apprentices, shall be obtained in accordance with the MOU and applicable collective bargaining agreements and in full compliance with all applicable state and federal laws.
3. The ratio of Journeypersons to Apprentices shall not exceed 3:1. All available apprenticeship positions shall go to residents.
4. All contracting and subcontracting, at all levels, shall conform to SFHA policies, HUD regulations, and the goals for Minority Business Enterprise (MBE), Women Business

Enterprise (WBE) and Resident Business Enterprise participation established by HUD and/or the SFHA.

RECOMMENDATION

Seto's Construction has submitted a reasonable bid amount and funding is available through the Authority's Capital Fund Programs. Staff recommends adoption of the Resolution.

(Prepared by Basil Nicolaou, and Bob Dahlstrom)

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH SETO'S CONSTRUCTION TO PROVIDE CONSTRUCTION SERVICES FOR CANTILEVERED CANOPY FRAMING REPAIRS AT CAL 1-18(4), ALICE GRIFFITH FOR AN AMOUNT NOT-TO-EXCEED $1,345,280.00.

WHEREAS, the San Francisco Housing Authority (Authority) received seven (7) acceptable bids for Cantilevered Canopy Framing Repairs at CAL 1-18(4), Alice Griffith as follows:

Bidder	Bid Amount
1. Pioneer Construction, Inc.	$1,880,752.00
2. Seto's Construction	$1,345,280.00
3. Competent Builders, Inc.	$1,997,000.00
4. CDX Builders, Inc.	$1,638,000.00
5. Alten Construction, Inc.	$1,927,396.00
6. Bay Construction Co.	$1,596,830.00
7. Fine Line Construction	$1,477,239.00

WHEREAS, Seto's Construction has submitted a bid of $1,345,280.00 to provide construction services for Cantilevered Canopy Framing Repairs at CAL 1-18(4), Alice Griffith; and

WHEREAS, the Department of Housing and Urban Development (HUD) has funded the Authority under the 2001 CFP (711) program to provide these construction services at CAL 1-18(4), Alice Griffith; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws; and

WHEREAS, the Authority has evaluated the bid and determined that Seto's Construction is the lowest responsive and responsible bidder; and

WHEREAS, all additional relevant documents submitted by the bidder have been reviewed and found to be in order:

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to execute a contract with Seto's Construction for Construction Services for the Cantilevered Canopy Framing Repairs at CAL 1-18(4), Alice Griffith, in an amount not-to-exceed $1,345,280.00.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

CARL L. WILLIAMS, General Counsel

Date: 12-6-02

REVIEWED BY:

GREGG FORTNER
Executive Director

Date: 12/6/02

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SAN FRANCISCO HOUSING AUTHORITY

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TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

DATE: DECEMBER 12, 2002

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENVIRONMENTAL, INC. TO PROVIDE ASBESTOS CONSULTING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

OVERVIEW

This Resolution will authorize the Executive Director to enter into a contract with the best-qualified asbestos consulting firm on an as-needed, task assignment basis for all developments over the next two years. This contract will provide for assistance to the San Francisco Housing Authority (Authority) in complying with the wide variety of asbestos regulations and guidelines that have been established at the Federal, State and local level, and for assistance in the management of asbestos and associated hazards, which present a health risk to workers and resident families.

This contract will replace three prior $50,000 contracts, which the Authority successfully completed in August 2002. During the two-year life of those contracts, the backlog of asbestos related tasks was significantly reduced, allowing the Authority to reduce its need for asbestos consulting services.

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OBJECTIVE

The objective of this contract is to provide the Authority with competent professional, licensed asbestos consultants on an as-needed, task assignment basis, to assess the needs and provide technical expertise to ensure that:

1. Residents, workers, and the general public are protected from inappropriate exposure to asbestos hazards;
2. The management of asbestos-containing materials (ACM) is conducted according to statutory requirements and current "good practice" guidelines.

The Authority has initiated an aggressive rehabilitation program with Capital Fund Program funds, and anticipates that this rehabilitation activity will disturb ACM at any of its facilities during maintenance or renovation. The funds authorized by this contract will provide asbestos consulting services to support this program over the next two years or until the funds are expended.

The task assignment services may include:

1. Respond promptly to asbestos incidents and emergencies.

2. Prepare comprehensive specifications and mark drawings where ACM components have been identified in abatement work, interim controls and/or building demolition.

3. Provide oversight, inspection and clearance testing, technical assistance, and guidance for work on ACM, including demolition and renovation work, abatement activities, and maintenance work.

4. Provide training classes, prepare safe work procedures, and conduct exposure sampling for Authority personnel on asbestos work to assure it is in accordance with regulatory mandates and the HUD Guidelines.

5. Conduct ACM testing of building materials as needed to prepare workplans for asbestos related work, or to provide the required notification to a contractor of the presence of hazardous materials.

6. Assist the Authority to provide notification of asbestos related work activities and/or to report the presence of potential asbestos hazards to workers, residents, the general public and government agencies as required by Federal, State and local regulations.

7. Provide general consultation to the Authority on issues related to asbestos hazards.

8. Attend meetings as required.

PROCUREMENT
The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws. The completed procurement process has been reviewed and approved by HUD.

The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ).

Solicitation Process
Pre-approval of the RFQ was obtained from Authority management prior to advertisement.

The RFQ was issued July 29, 2002, with announcements to the SF City Outreach Services. It was posted on the SF City Bids and Contracts newsletter, the SF City web site, the SFHA web site, and the Small Business Administrations' Sub-Net web site. An advertisement was published in the SF Bayview, the Sing Tao Daily, and the Daily Pacific Builder. Finally, the announcement was mailed directly to 23 local professional firms and individuals.

Five Statements of Qualifications were received by the August 29, 2002 deadline.

Evaluation Process
The written Statements of Qualifications were evaluated by the Evaluation Panel to select the highest-ranked firm. At the same time, staff checked the references provided by each firm.

Evaluation Criteria
Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The Director of Contract/Procurement Division approved the criteria and weighting given to each, which is based on the Authority's standards for Request for Qualifications questions and weighing.

No.	Criteria & Reason	Weight
A	Criterion: Qualifications. *This allows evaluation of the firm's technical expertise as measured by the quantity and type of work performed by the firm and its years in business.*	20 points
B	Criterion: Staff Profiles. *This provides insight into the quality of the staff as measured by their professional degrees, licenses and experience with the type of work required by this contract. The local staff size to be assigned to this project, and their credentials, is a quantitative measure of their knowledge, and is indicative of*	25 points

NO.	CRITERIA & REASON	WEIGHT
	their ability to respond quickly with qualified staff.	
C	Criterion: Understanding of the project. *This demonstrates the firm's familiarity with asbestos issues most frequently encountered with urban public housing in both family housing and mid-rise buildings. A firm with this experience is most capable of providing economical, efficient solutions to by the Housing Authority.*	20 points
D	Criterion: Approach to Project. *This item allows us to determine that the selected firm not only has office technical skills but also possesses sufficient field experience to effectively deal with preparing construction bid documents, resolving field problems, and dealing with contractor issues.*	25 points
E	Criterion: Affirmative Action. *This allows evaluation of the firm's commitment to MBE/WBE participation and affirmative action practices.*	5 points
F	Criterion: Resident Hiring. *This allows an analysis of the firm's detailed plan for hiring and training Authority residents.*	5 points
	Total	100 points

The Evaluation Panel reviewed the firms' written Statements of Qualifications based on the above RFQ criteria and ranked the firms as follows:

Firm and Rank	Panelist 1	Panelist 2	Panelist 3	Total Score
1. SCA Environmental, Inc.	96	95	76	267
2. Harding / ESE, Inc.	88	95	78	261
3. IHI Environmental, Inc.	92	93	76	261
4. KELLCO	90	88	78	256
5. Health Science Associates	76	72	54	202

Evaluation Panel Conclusions
The Evaluation Panel determined that SCA Environmental, Inc. was the most qualified firm. SCA has successfully completed previous contracts with the Authority, the San Francisco Department of Public Health and Department of Public Works. It has provided asbestos consulting services to a wide variety of local residential developments for both private and non-profit organizations. The references from the firm's other clients were excellent, and the firm is not on the federal Excluded Parties List.

Evaluation Panel Members
Chairperson: Industrial Hygiene Manager, Housing Development and Modernization Department, Senior Project Manager. Selected for expertise in hazardous materials in public housing design and construction.

Member: Manager of Scheduling, Central Services Department. Selected for expertise in public housing construction and maintenance operations.

Member: District Director, Public Housing Operations. Selected for expert knowledge of the Authority's developments where asbestos abatement will be conducted.

PRESENT SITUATION
The prior two-year asbestos consultant contracts have expired. The FY01 and FY02 Capital Funds Program requires asbestos consulting services for numerous planned construction projects that will involve asbestos issues. In addition, short-term sporadic events will occur where asbestos is encountered unexpectedly.

ANTICIPATED OUTCOMES
If this contract is funded the anticipated outcomes are:

- The Authority will experience a reduction in the volume of ACM.
- The Authority will receive quality consultation on asbestos related issues.
- The Authority will be able to comply with all Federal, State and local regulations regarding asbestos.
- The Authority will receive documentation of abatement activities.
- The Authority will receive clearance and exposure air monitoring to document airborne asbestos levels.
- Residents, workers, the general public and the environment will receive optimum protection from exposure to asbestos hazards on construction projects.
- Residents will have opportunity for training and employment.

WHO BENEFITS
Residents benefit from the reduction of asbestos hazards. Workers will benefit from the reduction of asbestos hazards during construction and maintenance activities. Residents also benefit by the Authority's ability to respond quickly to emergency situations.

BUDGET CONSIDERATIONS
Funding for this contract is immediately available within the 2001 and 2002 Capital Fund Programs. Hourly billing rates and reimbursable expenses have been negotiated and established at rates comparable to those in the Authority's previous environmental contracts.

RESIDENT EMPLOYMENT
SCA Environmental, Inc. achieved 30% resident employment in its most recent contract with the Authority, and has agreed to hire public housing residents to meet or exceed the 25% requirement for this new contract. They have met with the Authority's resident hiring specialist to seek out and interview qualified Authority residents for job opportunities in their office.

MBE/WBE STATUS
SCA Environmental, Inc. is a local Disadvantaged Minority Business Enterprise certified by the San Francisco Human Rights Commission. It will subcontract 10% of its work to Micro Analytical Laboratories (MBE) and Elite Reprographics (WBE). SCA has a diverse workforce in its office and has provided an Affirmative Action Acknowledgement form that meets the requirements of Executive Order 11246.

RECOMMENDATION
I recommend approval of this Resolution.

(Prepared by Barbara Smith, Steve Haines, and Richard McGuire, Housing Development and Modernization Department)

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENVIRONMENTAL, INC. TO PROVIDE ASBESTOS CONSULTING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

WHEREAS, the San Francisco Housing Authority (Authority) requires a consultant who can provide asbestos consulting services on an as-needed, task assignment basis; and

WHEREAS, the contracts with the current asbestos consultants have expired; and

WHEREAS, the Authority has programmed capital work funded with the 2001 and 2002 Capital Fund Programs which will require asbestos consulting services; and

WHEREAS, SCA Environmental, Inc. has been selected through the Request for Qualifications process as the most qualified firm for this work; and

WHEREAS, funding is available within the 2001 and 2002 Capital Fund Programs budgets; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws, and has been reviewed and approved by HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract on an as-needed, task assignment basis contract with SCA Environmental, Inc. for Asbestos Consulting Services for all developments in a total amount not-to-exceed $50,000.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Carl L. Williams
CARL L. WILLIAMS, General Counsel

Date: 12-5-02

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 12/5/02

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SCA

ENVIRONMENTAL, INC.

Engineering and Environmental Consultants

HOURLY RATE SCHEDULE

TITLE	LEVEL	FEE†
Senior Consultant	Professional V	$ 140
Consultant	Professional IV	$ 110
Architect (AIA)	Professional IV	$ 100
Industrial Hygienist III (CIH*)	Professional III	$ 95
Industrial Hygienist II	Professional II	$ 80
Senior Project Manager	Professional II	$ 80
Project Manager	Professional I	$ 65
Asst. Industrial Hygienist (IHIT***)	Professional I	$ 65
Junior Industrial Hygienist	Technician III	$ 55
Industrial Hygiene Technician	Technician II	$ 45
Registered Geologist (RG)	Professional III	$ 95
Professional Engineer (PE**)	Professional III	$ 90
Geologist	Professional I	$ 65
Construction Specialist	Professional I	$ 55
Project Engineer	Professional I	$ 55
Design Engineer	Technician I	$ 35
Environmental Engineer III	Professional III	$ 90
Environmental Engineer II	Professional II	$ 75
Environmental Engineer I	Professional I	$ 45
Environmental Scientist II	Professional I	$ 65
Environmental Technician II	Technician II	$ 50
Environmental Technician I	Technician I	$ 45
Computer Scientist III	Professional III	$ 90
Computer Scientist II	Professional II	$ 70
Computer Scientist I	Professional I	$ 50
Laboratory Analyst	Professional I	$ 45
Administrative Manager	Support Staff II	$ 65
Technical Editor	Support Staff II	$ 50
Information Specialist	Support Staff II	$ 45
Drafter/Graphics Artist	Support Staff I	$ 35
Word Processor	Support Staff I	$ 35
Administrative Support	Support Staff I	$ 30
Courier		$ 15

* Certified Industrial Hygienist
** Professional Engineer
*** Industrial Hygienist-in-Training

† Premium time will be billed at the above rate plus 16% for field work over 8 hours/day and/or required after 6:00pm and before 7:00am on weekdays and all hours on weekends and holidays

Time spent on deposition or court appearances and their related activities will be billed at above rate plus 100%.

SCA

ENVIRONMENTAL, INC.

Engineering and Environmental Consultants

EQUIPMENT FEES AND OTHER SERVICES

Analysis of Asbestos Samples:	
Air Sample in Field	$ 5.00/sample*
Air Sample in Laboratory:	
Phase Contrast Microscopy (<12-hr turnaround):	
1-10 samples/day	$ 22.00/sample
Larger Projects	Quoted for Project or $15/ea
Transmission Electron Microscopy (as quoted by Micro-Analytical***):	
≤8 hours turnaround	$ 125.00/sample
≤24 hours turnaround	$ 100.00/sample
≤48 hours turnaround	$ 90.00/sample
≤5 days turnaround	$ 75.00/sample
Outside/Blank Mounting and Log-In	$ 24.00/sample
Bulk Sample in Laboratory (with 3 to 5-day turnaround as quoted by ALSF)***:	
Friable and Non-Friable Samples	$ 10.00/sample
Vacuum	$ 30.00/sample
Metals by Atomic Absorption (for turnaround time as quoted by Micro-Analytical)***:	
Air for Lead by AAS/ICP (≤24 hrs turnaround)	$ 25.00/sample
Air for Lead by AAS/ICP (>24 hrs turnaround)	$ 15.00/sample
Paint, Soil and Wipe for Lead by AAS/ICP (≤24 hrs turnaround)	$ 25.00/sample
Paint, Soil and Wipe for Lead by AAS/ICP (>24 hrs turnaround)	$ 15.00/sample
Water Sample for Lead by AAS/ICP (≤24 hrs turnaround)	$ 25.00/sample
Water Sample for Lead by AAS/ICP (>24 hrs turnaround)	$ 15.00/sample
Other Metals	Quoted for Project
Equipment Rental:	
Microscope	$ 40.00/day
Personal (Low Volume) Sampling Pump	$ 6.00/day
High Volume Pump	$ 7.50/day
Video Surveillance System	$ 10.00/day
HEPA Vacuum Cleaner	$ 12.00/day
Porta-Counter	$ 100.00/day
Borescope	$ 40.00/day
B & K 1302 Multi-gas Analyzer/CO^2 Monitor	$ 200/100/day
Niton XRF Analyzer	$ 250.00/day
Mini-Ram Monitor$	85.00/day
Miscellaneous Equipment per Day	1.5% of Replacement Cost
Expendables:	
PCM Sampling Cassette	$ 3.00/sample
TEM Sampling Cassette	$ 4.00/sample
Detector/Smoke Tubes	$ 4.00/each
HEPA Cartridges	$ 5.00/each
PAPR Cartridges	$ 16.00/each
Tyvek Coveralls	$ 5.00/each
Polaroid Film	$ 10.00/packet
Out-of-Pocket Expenses**	Cost + 15%
Mileage	$ 0.32/mile

* Analysis by phase contrast microscopy in accordance with NIOSH Method 7400.

** Includes charges for services, equipment and facilities not furnished directly by SCA such as but not limited to travel costs; report reproduction and binding costs; long distance communication; shipping charges; courier costs; miscellaneous supplies; equipment rental; and outside laboratory fees.

*** Costs indicated plus 15% handling.

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SAN FRANCISCO HOUSING AUTHORITY

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TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

DATE: January 9, 2002

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENVIRONMENTAL, INC. TO PROVID LEAD CONSULTING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

OVERVIEW

This Resolution will authorize the Executive Director to enter into a contract with the best-qualified lead consulting firm on an as-needed, task assignment basis for all developments over the next two years. This contract will provide for assistance to the San Francisco Housing Authority (Authority) in complying with the wide variety of lead regulations and guidelines that have been established at the Federal, State and local level, and for assistance in the management of lead and associated hazards, which present a health risk to resident families (especially children) and to workers.

This contract will replace three prior $50,000 contracts, which the Authority successfully completed in August 2002. During the two-year life of those contracts, the backlog of lead related tasks was significantly reduced, allowing the Authority to reduce its need for lead consulting services.

OBJECTIVE

The objective of this contract is to provide the Authority with competent professional, licensed lead consultants on an as-needed, task assignment basis, to assess the needs and provide technical expertise to ensure that:

1. Resident families (especially children), workers, and the general public are protected from inappropriate exposure to lead hazards;
2. The management of lead based paint (LBP) coated materials is conducted according to statutory requirements and current "good practice" guidelines.

The Authority has initiated an aggressive rehabilitation program with Capital Fund Program funds, and anticipates that this rehabilitation activity will disturb LBP at any of its facilities during maintenance or renovation. The funds authorized by this contract will provide lead consulting services to support this program over the next two years or until the funds are expended.

The task assignment services may include:

1. Respond promptly to investigate lead incidents and emergencies and recommend remedial actions.

2. Conduct lead hazard risk assessment for any apartment units occupied by an elevated blood lead child.

3. Conduct lead hazard risk assessments according to HUD Guidelines for family developments.

4. Prepare comprehensive specifications and mark drawings where LBP components have been identified in abatement work, interim controls and/or building demolition.

5. Provide oversight, inspection/ clearance testing, technical assistance, and guidance for work on LBP including demolition and renovation work, abatement activities, and maintenance work.

6. Provide training classes, prepare safe work procedures, and conduct exposure sampling for Authority personnel on lead work to assure it is in accordance with regulatory mandates and the HUD Guidelines.

7. Conduct LBP testing of building materials as needed to prepare workplans for lead related work, or to provide the required notification to a contractor of the presence of hazardous materials.

8. Assist the Authority to provide notification of lead related work activities and/or to report the presence of potential lead hazards to residents, workers, the general public and government agencies as required by Federal, State and local regulations.

9. Provide general consultation to the Authority on issues related to lead hazards.
10. Attend meetings as required.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws. The completed procurement process has been reviewed and approved by HUD.

The Authority and all public agencies in California are required by State and Federal law to select environmental consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ).

Solicitation Process

Pre-approval of the RFQ was obtained from Authority management prior to advertisement.

The RFQ was issued August 28, 2002, with announcements to the SF City Outreach Services. It was posted on the SF City Bids and Contracts newsletter, the SF City web site, the SFHA web site, and the Small Business Administrations' Sub-Net web site. An advertisement was published in the SF Bayview, the Sing Tao Daily, and the Daily Pacific Builder. Finally, the announcement was mailed directly to 16 local professional firms and individuals.

Four Statements of Qualifications were received by the September 9, 2002 deadline.

Evaluation Process

The written Statements of Qualifications were evaluated by the Evaluation Panel to select the highest-ranked firm. At the same time, staff checked the references provided by each firm.

Evaluation Criteria

Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The Director of Contract/Procurement Division approved the criteria and weighting given to each, which is based on the Authority's standards for Request for Qualifications questions and weighing.

No.	Criteria & Reason	Weight
A	Criterion: Qualifications. *This allows evaluation of the firm's technical expertise as measured by the quantity and type of work performed by the firm and its years in business.*	20 points
B	Criterion: Staff Profiles. *This provides insight into the quality of the staff as measured by their professional degrees, licenses and experience with the type of work required by this contract. The local staff size to be assigned to this project, and their credentials, is a quantitative measure of their knowledge, and is indicative of*	25 points

No.	Criteria & Reason	Weight
	their ability to respond quickly with qualified staff.	
C	Criterion: Understanding of the project. *This demonstrates the firm's familiarity with lead issues most frequently encountered with urban public housing in both family housing and mid-rise buildings. A firm with this experience is most capable of providing economical, efficient solutions to by the Housing Authority.*	20 points
D	Criterion: Approach to Project. *This item allows us to determine that the selected firm not only has office technical skills but also possesses sufficient field experience to effectively deal with preparing construction bid documents, resolving field problems, and dealing with contractor issues.*	25 points
E	Criterion: Affirmative Action. *This allows evaluation of the firm's commitment to MBE/WBE participation and affirmative action practices.*	5 points
F	Criterion: Resident Hiring. *This allows an analysis of the firm's detailed plan for hiring and training Authority residents.*	5 points
	Total	100 points

The Evaluation Panel reviewed the firms' written Statements of Qualifications based on the above RFQ criteria and ranked the firms as follows:

Firm and Rank	Average Score
1. SCA Environmental, Inc.	92.7
2. IHI Environmental, Inc.	86.3
3. KELLCO	85.3
4. Sigma	73.3

Evaluation Panel Conclusions

The Evaluation Panel unanimously agreed that SCA Environmental, Inc. was the most qualified firm. SCA has successfully completed previous contracts with the Authority, the San Francisco Department of Public Health and Department of Public Works. It has provided lead consulting services to a wide variety of local residential developments for both private and non-profit organizations. The references from the firm's other clients were excellent, and the firm is not on the federal Excluded Parties List.

Evaluation Panel Members

The evaluation panel was three member panel representing the Authority in the areas of hazardous materials in public housing design and construction; expertise in public housing construction and maintenance operations; and expertise in hazardous materials related to the Authority's operations and developments.

PRESENT SITUATION

The prior two-year lead consultant contracts have expired. The FY01 and FY02 Capital Funds Program requires lead consulting services for numerous planned construction projects that will involve lead issues. In addition, short-term sporadic events will occur where lead is encountered unexpectedly.

ANTICIPATED OUTCOMES

If this contract is funded the anticipated outcomes are:

- The Authority will experience a reduction in the volume of LBP.
- The Authority will receive quality consultation on lead related issues.
- The Authority will receive expert investigation of cases of elevated blood lead children.
- The Authority will be able to comply with all Federal, State and local regulations regarding lead.
- The Authority will receive documentation of abatement activities.
- The Authority will receive clearance inspections for lead remediation projects and exposure air monitoring to document airborne lead levels.
- Residents, workers, the general public and the environment will receive optimum protection from exposure to lead hazards on construction projects.
- Residents will have opportunity for training and employment.

WHO BENEFITS

Resident children benefit from the reduction of lead hazards. Workers will benefit from the reduction of lead hazards during construction and maintenance activities. Residents also benefit by the Authority's ability to respond quickly to emergency situations.

BUDGET CONSIDERATIONS

Funding for this contract is immediately available within the 2001 and 2002 Capital Fund Programs. Hourly billing rates and reimbursable expenses have been negotiated and established at rates comparable to those in the Authority's previous environmental contracts.

RESIDENT EMPLOYMENT

SCA Environmental, Inc. achieved 30% resident employment in its most recent contract with the Authority, and has agreed to hire public housing residents to meet or exceed the 25% requirement for this new contract. They have met with the Authority's resident hiring specialist to seek out and interview qualified Authority residents for job opportunities in their office.

MBE/WBE STATUS

SCA Environmental, Inc. is a local Disadvantaged Minority Business Enterprise certified by the San Francisco Human Rights Commission. It will subcontract 10% of its work to Micro Analytical Laboratories (MBE) and Elite Reprographics (WBE). SCA has a diverse workforce in its office and has provided an Affirmative Action Acknowledgement form that meets the requirements of Executive Order 11246.

RECOMMENDATION

I recommend approval of this Resolution.

(Prepared by Barbara Smith, Steve Haines, and Richard McGuire,
Housing Development and Modernization Department)

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENVIRONMENTAL, INC. TO PROVIDE LEAD CONSULTING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

WHEREAS, the San Francisco Housing Authority (Authority) requires a consultant who can provide lead consulting services on an as-needed, task assignment basis; and

WHEREAS, the contracts with the current lead consultants have expired; and

WHEREAS, the Authority has programmed capital work funded with the 2001 and 2002 Capital Fund Programs which will require lead consulting services; and

WHEREAS, SCA Environmental, Inc. has been selected through the Request for Qualifications process as the most qualified firm for this work; and

WHEREAS, funding is available within the 2001 and 2002 Capital Fund Programs budgets; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws, and has been reviewed and approved by HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract on an as-needed, task assignment basis contract with SCA Environmental, Inc. for Lead Consulting Services for all developments in a total amount not-to-exceed $50,000.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin
for CARL L. WILLIAMS, General Counsel

Date: 01-02-03

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 1/3/03

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TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

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Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

DATE: DECEMBER 12, 2002

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH LEE INCORPORATED TO PROVIDE CIVIL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $100,000

OVERVIEW

This Resolution will authorize the Executive Director to enter into a contract with the highest-ranked civil engineer consulting firm on an as-needed, task assignment basis for all developments over the next two years. This contract will provide the San Francisco Housing Authority (Authority) civil engineering services for the FY01 and FY02 Capital Fund Programs.

The contract with the current consultant, LEE Incorporated, was successfully completed in July 2002. During the two-year life of that contract, thirteen separate task assignments were completed. The various tasks included the design, preparation of construction documents, review of contractor bids, and provision of civil engineering expertise for sewer rehabilitation, accessible parking lots and building entries, and correction of groundwater springs and landslides.

OBJECTIVE

The objective of this contract is to provide the Authority with competent professional, licensed civil engineering consultants to assess the need, design the solution, prepare construction documents for public bidding, and provide technical expertise to evaluate the contractor's construction and performance under the contract.

The task assignment services may include:

Existing Facilities:

1. Provide field and office testing and investigations, evaluations, analysis and reports in writing;

2. Develop recommendations and cost estimates to provide corrective actions to any problems revealed in a particular portion of the work;

3. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

4. Apply for and obtain building permits; or

5. Prepare comprehensive construction documents for construction work performed by the Local Authority's crafts people.

New Construction:

6. Provide Programming;

7. Prepare schematic designs, design developments, outline specifications, construction cost estimates;

8. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

9. Apply for and obtain building permits; or

10. Prepare comprehensive construction documents for construction work performed by the Local Authority's crafts people.

General

11. Assist with clarifications during the bid process, evaluation of bids received process, contract award and pre-construction phases;

12. Assist the Local Authority's staff during the construction phase by providing construction administration support services such as clarifications, review of proposed contract changes,

performing periodic site inspections, and conducting a final survey to determine if the work performed was in accordance with the project plans and specifications; and

13. Attend meetings as required.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws. The completed procurement process has been reviewed and approved by HUD.

The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ).

Solicitation Process

Pre-approval of the RFQ was obtained from Authority management prior to advertisement.

The RFQ was issued August 12, 2002, with announcements to the SF City Outreach Services and the American Institute of Architects. It was posted on the SF City Bids and Contracts newsletter, the SF City web site, the SFHA web site, and the Small Business Administrations' Sub-Net web site. An advertisement was published in the SF Bayview, the Sing Tao Daily, and the Daily Pacific Builder. Finally, the announcement and proposals were mailed directly to 13 local professional firms and individuals.

Four Statements of Qualifications were received by the September 12, 2002 deadline.

Evaluation Process

The written Statements of Qualifications were evaluated by the Evaluation Panel to select the highest-ranked firms for oral interviews. At the same time, staff checked the references provided by each firm. After the interviews, the Evaluation Panel prepared a final evaluation and scoring to select the firm with the highest-ranked qualifications.

Evaluation Criteria

Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The Director of Contract/Procurement Division approved the criteria and weighting given to each, which is based on the Authority's standards for Request for Qualifications questions and weighing.

NO.	CRITERIA & REASON	WEIGHT
A	Criterion: Qualifications. *This allows evaluation of the firm's technical expertise as measured by the quantity and type of work performed by the firm and its years in business.*	20 points
B	Criterion: Staff Profiles. *This provides insight into the quality of the staff as measured by their professional degrees, licenses and experience with the type of work required by this contract. The local staff size and their credentials is a quantitative measure of their knowledge, and is indicative of their ability to respond quickly with qualified staff.*	20 points
C	Criterion: Understanding of the project. *This demonstrates the firm's familiarity with civil engineering issues most frequently encountered with urban public housing in both family housing and mid-rise buildings. A firm with this experience is most capable of providing economical, efficient solutions to by the Housing Authority.*	20 points
D	Criterion: Approach to Project. *This item allows us to determine that the selected firm not only has office technical skills but also possesses sufficient field experience to effectively deal with field problems and contractor issues.*	20 points
E	Criterion: Affirmative Action. *This allows evaluation of the firm's commitment to MBE/WBE participation and analysis of its detailed plan for hiring and training Authority residents.*	20 points
	Total	100 points

The Evaluation Panel reviewed the firms' written Statements of Qualifications based on the above RFQ criteria and ranked the firms as follows:

Firm and Rank	Panelist 1	Panelist 2	Panelist 3	Average Score
1. LEE Incorporated	88	96	91	91.7
2. Telamon Engineering	84	98	85	89.0
3. John E. Dorow, LLC	65	77	76	72.7
4. Pacific State Engineering	50	71	79	66.7

The two firms with the lowest scores were determined to not meet the technical needs of the Authority. Separate interviews were conducted with the two top-ranked firms on October 21, 2002, during which time the respondents discussed their Qualifications and clarified issues raised by the Evaluation Panel. After the interviews, the Evaluation Panel conducted a final scoring and ranking of the firms as follows:

Firm and Rank	Panelist 1	Panelist 2	Panelist 3	Average Score
1. LEE Incorporated	90	97	94	93.7
2. Telamon Engineering	77	95	86	86.0

Evaluation Panel Conclusions
The Evaluation Panel determined that LEE Incorporated was the most qualified firm. LEE Incorporated has successfully completed a previous contract with the Authority for as-needed civil engineering consultant services. The references from the firm's other clients were excellent, and the firm is not on the federal Excluded Parties List.

Evaluation Panel Members
Chairperson: Architect, Housing Development and Modernization Department, Acting Deputy Administrator. Selected for expertise in public housing design and construction, consultant management and understanding of the Capital Grant Program.

Member: Maintenance Department, Manager, Inspection and Scheduling. Selected for expertise in public housing maintenance.

Member: Architect, Housing Development and Modernization Department, Senior Project Manager. Selected for expertise in public housing design and construction.

PRESENT SITUATION
The prior two-year civil engineer consultant contract is successfully completed. The FY01 and FY02 Capital Funds Program requires civil engineering consulting services for numerous planned construction projects, including sidewalk and street repair, ADA/Section 504 reasonable accommodation, and playground site work.

ANTICIPATED OUTCOMES
If this contract is funded the anticipated outcomes are:

- The Authority will receive quality civil engineer consultant services for Capital Fund Program construction.
- The Authority will be able to comply with all Federal, State and City Codes and Regulations.
- The Authority will provide a safer and efficient service to residents.
- Residents will have opportunity for training and employment.

WHO BENEFITS

Residents benefit from having appropriate civil engineering consultant services for all contracted and in-house construction work. Poorly designed capital improvements run the risk of code violations. Residents also benefit by the Authority's ability to respond quickly to emergency situations.

BUDGET CONSIDERATIONS

Funding for this contract is immediately available within the 2001 and 2002 Capital Fund Programs. The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ). After the most-qualified firm is selected, the hourly billing rates and reimbursable expenses are negotiated. The rates are not confidential, as there is no price competition between the responding firms.

The negotiated hourly billing rates are the same as the rates paid by the Authority for civil engineering services in 1999:

Project Manager	$124
Senior Engineer	$110
Staff Engineer	$ 89
CAD Operator	$ 77
Clerical	$ 47

RESIDENT EMPLOYMENT

LEE Incorporated has agreed to hire public housing residents to meet or exceed the 25% requirement established by Commission Resolution No. 4967 for non-construction contracts that exceed $50,000. They have met with the Authority's resident hiring specialist to seek out and interview qualified Authority residents for job opportunities in their office for surveying assistants, technical trainees and/or administrative assistants. They are willing to participate with other Authority architect and engineer consultants to provide more extensive training for selected residents, and they will provide over 250 hours of full-time employment of public housing residents for this contract.

MBE/WBE STATUS

LEE Incorporated is an economically disadvantaged, local Minority Business Enterprise/Women Business Enterprise certified by the San Francisco Human Rights Commission. It has a diverse workforce in its office and has provided an Affirmative Action Acknowledgement form that meets the requirements of Executive Order 11246.

RECOMMENDATION

I recommend approval of this Resolution.

(Prepared by Barbara Smith and Steve Haines, Housing Development and Modernization Department)

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH LEE INCORPORATED TO PROVIDE CIVIL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $100,000

WHEREAS, the San Francisco Housing Authority (Authority) requires a consultant who can provide civil engineering consultant services on an as-needed, task assignment basis; and

WHEREAS, the contract with the current civil engineering consultant has expired; and

WHEREAS, the Authority has programmed capital work funded with the 2001 and 2002 Capital Fund Programs which will require civil engineering consultant services; and

WHEREAS, LEE Incorporated has been selected through the Request for Qualifications process as the most qualified firm for this work; and

WHEREAS, funding is available within the 2001 and 2002 Capital Fund Programs budgets; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws, and has been reviewed and approved by HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract with LEE Incorporated for Civil Engineer Consultant Services on an as-needed, task assignment basis for all developments in a total amount not-to-exceed $100,000.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

CARL L. WILLIAMS, General Counsel

Date: 12-5-02

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 12/5/02

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TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

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Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

DATE: DECEMBER 12, 2002

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH F. W. ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $300,000

OVERVIEW

This Resolution will authorize the Executive Director to enter into a contract with the highest-ranked electrical engineer consulting firm on an as-needed, task assignment basis for all developments over the next two years. This contract will provide the San Francisco Housing Authority (Authority) electrical engineering services for the FY01 and FY02 Capital Fund Programs.

The contract with the current consultant, Pete O. Lapid and Associates, Inc. is expiring January 16, 2003. During the two-year life of that contract, thirteen separate task assignments were successfully completed, including the design, preparation of construction documents, review of contractor bids, and provision of electrical engineering expertise for fire alarm systems, emergency generators, and building entrance intercom systems.

OBJECTIVE

The objective of this contract is to provide the Authority with competent professional, licensed electrical engineering consultants to assess the need, design the solution, prepare construction documents for public bidding, and provide technical expertise to evaluate the contractor's construction and performance under the contract.

The task assignment services may include:

Existing Facilities:

1. Provide field and office testing and investigations, evaluations, analysis and reports in writing;

2. Develop recommendations and cost estimates to provide corrective actions to any problems revealed in a particular portion of the work;

3. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

4. Apply for and obtain building permits; or

5. Prepare comprehensive construction documents for construction work performed by the Local Authority's crafts people.

New Construction:

6. Provide Programming;

7. Prepare schematic designs, design developments, outline specifications, construction cost estimates;

8. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

9. Apply for and obtain building permits; or

10. Prepare comprehensive construction documents for construction work performed by the Local Authority's crafts people.

General

11. Assist with clarifications during the bid process, evaluation of bids received process, contract award and pre-construction phases;

12. Assist the Local Authority's staff during the construction phase by providing construction administration support services such as clarifications, review of proposed contract changes, performing periodic site inspections, and conducting a final survey to determine if the work performed was in accordance with the project plans and specifications; and

13. Attend meetings as required.

PROCUREMENT
The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws. The completed procurement process has been reviewed and approved by HUD.

The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ).

Solicitation Process
Pre-approval of the RFQ was obtained from Authority management prior to advertisement.

The RFQ was issued August 12, 2002, with announcements to the SF City Outreach Services and the American Institute of Architects. It was posted on the SF City Bids and Contracts newsletter, the SF City web site, the SFHA web site, and the Small Business Administrations' Sub-Net web site. An advertisement was published in the SF Bayview, the Sing Tao Daily, and the Daily Pacific Builder. Finally, the announcement and proposals were mailed directly to 12 local professional firms and individuals.

Seven Statements of Qualifications were received by the September 12, 2002 deadline.

Evaluation Process
The written Statements of Qualifications were evaluated by the Evaluation Panel to select the highest-ranked firms for oral interviews. At the same time, staff checked the references provided by each firm. After the interviews, the Evaluation Panel prepared a final evaluation and scoring to select the firm with the highest-ranked qualifications.

Evaluation Criteria
Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The Director of Contract/Procurement Division approved the criteria and weighting given to each, which is based on the Authority's standards for Request for Qualifications questions and weighting.

No.	Criteria & Reason	Weight
A	Criterion: Qualifications. *This allows evaluation of the firm's technical expertise as measured by the quantity and type of work performed by the firm and its years in business.*	20 points

B Criterion: Staff Profiles. 20 points

This provides insight into the quality of the staff as measured by their professional degrees, licenses and experience with the type of work required by this contract. The local staff size and their credentials is a quantitative measure of their knowledge, and is indicative of their ability to respond quickly with qualified staff.

C Criterion: Understanding of the project. 20 points

This demonstrates the firm's familiarity with electrical engineering issues most frequently encountered with urban public housing in both family housing and mid-rise buildings. A firm with this experience is most capable of providing economical, efficient solutions to by the Housing Authority.

D Criterion: Approach to Project. 20 points

This item allows us to determine that the selected firm not only has office technical skills but also possesses sufficient field experience to effectively deal with field problems and contractor issues.

E Criterion: Affirmative Action. 20 points

This allows evaluation of the firm's commitment to MBE/WBE participation and analysis of its detailed plan for hiring and training Authority residents.

Total 100 points

The Evaluation Panel reviewed the firms' written Statements of Qualifications based on the above RFQ criteria and ranked the firms as follows:

Firm and Rank	Panelist 1	Panelist 2	Panelist 3	Average Score
1. Pete O. Lapid and Associates, Inc.	92	83	90	88.3
2. F. W. Associates, Inc.	86	86	85	89.0
3. Ray I. Juachon & Associates	82	79	80	80.3
4. Bhatia Associates, Inc.	60	79	64	67.7
5. NBA Engineering Inc.	64	75	48	62.3
6. Kelvin L. Solomon, P.E.	45	74	40	53.0
7. Alliance Engineering Consultants, Inc.	40	60	48	49.3

The four firms with the lowest scores were determined to not meet the technical needs of the Authority. Separate interviews were conducted with the three top-ranked firms on October 22, 2002, during which time the respondents discussed their Qualifications and clarified issues raised by the Evaluation Panel. After the interviews, the Evaluation Panel conducted a final scoring and ranking of the firms as follows:

Firm and Rank	Panelist 1	Panelist 2	Panelist 3	Average Score
1. F. W. Associates, Inc.	88.5	86.5	86.5	87.2
2. Pete O. Lapid and Associates, Inc.	89.0	76.0	83.0	82.7
3. Ray I. Juachon & Associates	82.5	75.0	72.5	76.7

Evaluation Panel Conclusions
The Evaluation Panel determined that F. W. Associates, Inc. was the most qualified firm. F. W. Associates, Inc. has successfully completed previous contracts with the City and County of San Francisco at City Hall, the Airport, and the California Academy of Sciences. It has provided electrical engineering services to a wide variety of local residential developments for both private and non-profit organizations. The references from the firm's other clients were excellent, and the firm is not on the federal Excluded Parties List.

Evaluation Panel Members
Chairperson: Architect, Housing Development and Modernization Department, Senior Project Manager. Selected for expertise in public housing design and construction, consultant management and understanding of the Capital Grant Program.

Member: Electrician, Maintenance Department. Selected for expertise in public housing maintenance of electrical systems.

Member: Architect, Housing Development and Modernization Department, Senior Project Manager. Selected for expertise in public housing design and construction, including security systems, intercom systems, and fire alarm systems.

PRESENT SITUATION
The prior two-year electrical engineer consultant contract is expiring. The FY01 and FY02 Capital Funds Program requires electrical engineer consulting services for numerous planned construction projects, including residential mid-rise fire alarm systems, emergency generators, and residential intercom systems.

ANTICIPATED OUTCOMES
If this contract is funded the anticipated outcomes are:
- The Authority will receive quality electrical engineer services for CFP construction.
- The Authority will be able to comply with all Federal, State and City Codes and Regulations.
- The Authority will provide a safer and efficient service to residents.
- Residents will have opportunity for training and employment.

WHO BENEFITS

Residents benefit from having appropriate electrical engineering consultant services for all contracted and in-house construction work. Poorly designed capital improvements run the risk of code violations. Residents also benefit by the Authority's ability to respond quickly to emergency situations.

BUDGET CONSIDERATIONS

Funding for this contract is immediately available within the 2001 and 2002 Capital Fund Programs. The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ). After the most-qualified firm is selected, the hourly billing rates and reimbursable expenses are negotiated. To bring the hourly billing rates in line with the Authority's other consultants, savings were negotiated from the consultant. As there is no price competition between the responding firms, the rates are not confidential:

Position	Consultant's Rate	Negotiated Rate	Savings
Principal in Charge	$150	$125	$25
Project Engineer	$125	$110	$15
Senior Engineer	$110	$100	$10
Engineer	$100	$90	$10
Designer	$90	$80	$10
CAD Operator/Draftsman	$65	$65	

RESIDENT EMPLOYMENT

F. W. Associates, Inc. has agreed to hire public housing residents to meet or exceed the 25% requirement established by Commission Resolution No. 4967 for non-construction contracts that exceed $50,000. They have met with the Authority's resident hiring specialist to seek out and interview qualified Authority residents for job opportunities in their office for surveying assistants, technical trainees and/or administrative assistants. They are willing to participate with other Authority architect and engineer consultants to provide more extensive training for selected residents, and they will provide over 600 hours of full-time employment of public housing residents for this contract.

MBE/WBE STATUS

F. W. Associates, Inc. is a local Disadvantaged Minority Business Enterprise certified by the San Francisco Human Rights Commission. It has a diverse workforce in its office and has provided an Affirmative Action Acknowledgement form that meets the requirements of Executive Order 11246.

RECOMMENDATION

I recommend approval of this Resolution.

(Prepared by Barbara Smith and Steve Haines, Housing Development and Modernization Department)

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH F. W. ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $300,000

WHEREAS, the San Francisco Housing Authority (Authority) requires a consultant who can provide electrical engineering consultant services on an as-needed, task assignment basis; and

WHEREAS, the contract with the current electrical engineering consultant has expired; and

WHEREAS, the Authority has programmed capital work funded with the 2001 and 2002 Capital Fund Programs which will require electrical engineering consultant services; and

WHEREAS, F. W. Associates, Inc. has been selected through the Request for Qualifications process as the most qualified firm for this work; and

WHEREAS, funding is available within the 2001 and 2002 Capital Fund Programs budgets; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws, and has been reviewed and approved by HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract with F. W. Associates, Inc. for Electrical Engineer Consultant Services on an as-needed, task assignment basis for all developments in a total amount not-to-exceed $300,000.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Carl L. Williams

CARL L. WILLIAMS, General Counsel

Date: 12-5-02

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 12/5/02

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TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

DATE: DECEMBER 12, 2002

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

OVERVIEW

This Resolution will authorize the Executive Director to enter into a contract with the highest-ranked mechanical engineer consulting firm on an as-needed, task assignment basis for all developments over the next two years. This contract will provide the San Francisco Housing Authority (Authority) mechanical engineering services for the FY01 and FY02 Capital Fund Programs.

This contract replaces a similar two-year, $200,000 contract that was successfully completed in July 2002. During the two-year life of that contract, twenty-two separate task assignments were completed. The various tasks included the design, preparation of construction documents, review of contractor bids, and provision of mechanical engineering expertise for heating and domestic water piping replacement, boiler system replacements, and kitchen ventilation systems.

OBJECTIVE

The objective of this contract is to provide the Authority with competent professional, licensed mechanical engineering consultants to assess the need, design the solution, prepare construction documents for public bidding, and provide technical expertise to evaluate the contractor's construction and performance under the contract.

The task assignment services may include:

Existing Facilities:

1. Provide field and office testing and investigations, evaluations, analysis and reports in writing;

2. Develop recommendations and cost estimates to provide corrective actions to any problems revealed in a particular portion of the work;

3. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

4. Apply for and obtain building permits; or

5. Prepare comprehensive construction documents for construction work performed by the Local Authority's crafts people.

New Construction:

6. Provide Programming;

7. Prepare schematic designs, design developments, outline specifications, construction cost estimates;

8. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

9. Apply for and obtain building permits; or

10. Prepare comprehensive construction documents for construction work performed by the Local Authority's crafts people.

General

11. Assist with clarifications during the bid process, evaluation of bids received process, contract award and pre-construction phases;

12. Assist the Local Authority's staff during the construction phase by providing construction administration support services such as clarifications, review of proposed contract changes, performing periodic site inspections, and conducting a final survey to determine if the work performed was in accordance with the project plans and specifications; and

13. Attend meetings as required.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws. The completed procurement process has been reviewed and approved by HUD.

The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ).

Solicitation Process

Pre-approval of the RFQ was obtained from Authority management prior to advertisement.

The RFQ was issued August 12, 2002, with announcements to the SF City Outreach Services and the American Institute of Architects. It was posted on the SF City Bids and Contracts newsletter, the SF City web site, the SFHA web site, and the Small Business Administrations' Sub-Net web site. An advertisement was published in the SF Bayview, the Sing Tao Daily, and the Daily Pacific Builder. Finally, the announcement and RFQ documents were mailed directly to 16 local professional firms and individuals.

Three Statements of Qualifications were received by the September 12, 2002 deadline.

Evaluation Process

The Evaluation Panel reviewed the written Statement of Qualifications from each responding firm. At the same time, staff checked the references provided by each firm. Each firm was given an oral interview, after which the Evaluation Panel prepared a final evaluation and scoring to select the firm with the highest-ranked qualifications.

Evaluation Criteria

Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The Director of Contract/Procurement Division approved the criteria and weighting given to each, which is based on the Authority's standards for Request for Qualifications questions and weighing.

NO.	CRITERIA & REASON	WEIGHT
A	Criterion: Qualifications. *This allows evaluation of the firm's technical expertise as measured by the quantity and type of work performed by the firm and its years in business.*	20 points
B	Criterion: Staff Profiles. *This provides insight into the quality of the staff as measured by their professional degrees, licenses and experience with the type of work required by this contract. The local staff size and their credentials is a quantitative measure of their knowledge, and is indicative of their ability to respond quickly with qualified staff.*	20 points
C	Criterion: Understanding of the project. *This demonstrates the firm's familiarity with mechanical engineering issues most frequently encountered with urban public housing in both family housing and mid-rise buildings. A firm with this experience is most capable of providing economical, efficient solutions to by the Housing Authority.*	20 points
D	Criterion: Approach to Project. *This item allows us to determine that the selected firm not only has office technical skills but also possesses sufficient field experience to effectively deal with field problems and contractor issues.*	20 points
E	Criterion: Affirmative Action. *This allows evaluation of the firm's commitment to MBE/WBE participation and analysis of its detailed plan for hiring and training Authority residents.*	20 points
	Total	100 points

The Evaluation Panel first reviewed the firms' written Statements of Qualifications based on the above RFQ criteria. The Panel then conducted interviews with each firm on October 16, 2002, during which time the respondents discussed their Qualifications and clarified issues raised by the Evaluation Panel. After the interviews, the Evaluation Panel conducted a final scoring and ranking of the firms as follows:

Firm and Rank	Panelist 1	Panelist 2	Panelist 3	Average Score
1. Mechanical Solutions	84.5	80.5	89.0	84.7
2. UESF Engineering, Inc.	77.0	67.0	74.5	72.8
3. NBA Engineering, Inc.	76.5	66.0	74.5	72.3

Evaluation Panel Conclusions
The Evaluation Panel determined that Mechanical Solutions was the most qualified firm. Mechanical Solutions has successfully completed a previous contract with the Authority for as-needed mechanical engineering consultant services. The references from the firm's other clients were excellent, and the firm is not on the federal Excluded Parties List.

Evaluation Panel Members
Chairperson: Architect, Housing Development and Modernization Department, Senior Project Manager. Selected for expertise in public housing design and construction, consultant management and understanding of the Capital Grant Program.

Member: Central Services, Plumbing Foreman. Selected for expertise in maintenance of public housing mechanical systems.

Member: Architect, Housing Development and Modernization Department, Senior Project Manager. Selected for expertise in public housing design and construction.

PRESENT SITUATION
The prior two-year mechanical engineer consultant contract is successfully completed. The FY01 and FY02 Capital Funds Program requires mechanical engineering consulting services for numerous planned construction projects, including replacement residential boiler systems, improving water and sewer piping, and improving residential kitchen ventilation.

ANTICIPATED OUTCOMES
If this contract is funded the anticipated outcomes are:

- The Authority will receive quality mechanical engineer consultant services for Capital Fund Program construction.
- The Authority will be able to comply with all Federal, State and City Codes and Regulations.
- The Authority will provide a safer and efficient service to residents.
- Residents will have opportunity for training and employment.

WHO BENEFITS
Residents benefit from having appropriate mechanical engineering consultant services for all contracted and in-house construction work. Poorly designed capital improvements run the risk of code violations. Residents also benefit by the Authority's ability to respond quickly to emergency situations.

BUDGET CONSIDERATIONS

Funding for this contract is immediately available within the 2001 and 2002 Capital Fund Programs. The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ). After the most-qualified firm is selected, the hourly billing rates and reimbursable expenses are negotiated. As there is no price competition between the responding firms, the hourly billing rates are not confidential:

Senior Engineer	$100
Project Manager	$ 95
Project Engineer	$ 95
AutoCAD Designer/Drafter	$ 85
Technician	$ 75
Accounting	$ 75
Administration	$ 55

These negotiated rates are very competitive and compare favorably to the hourly rates for other Authority engineering consultants.

RESIDENT EMPLOYMENT

Mechanical Solutions has agreed to hire public housing residents to meet or exceed the 25% requirement established by Commission Resolution No. 4967 for non-construction contracts that exceed $50,000. They have met with the Authority's resident hiring specialist to seek out and interview qualified Authority residents for job opportunities in their office for surveying assistants, technical trainees and/or administrative assistants. They are willing to participate with other Authority architect and engineer consultants to provide more extensive training for selected residents, and they will provide over 375 hours of full-time employment of public housing residents for this contract.

MBE/WBE STATUS

Mechanical Solutions is an economically disadvantaged, local Minority Business Enterprise certified by the San Francisco Human Rights Commission. It has a diverse workforce in its office and has provided an Affirmative Action Acknowledgement form that meets the requirements of Executive Order 11246.

RECOMMENDATION

I recommend approval of this Resolution.

(Prepared by Barbara Smith and Steve Haines, Housing Development and Modernization Department)

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

WHEREAS, the San Francisco Housing Authority (Authority) requires a consultant who can provide mechanical engineering consultant services on an as-needed, task assignment basis; and

WHEREAS, the contract with the current mechanical engineering consultants has expired; and

WHEREAS, the Authority has programmed capital work funded with the 2001 and 2002 Capital Fund Programs which will require mechanical engineering consultant services; and

WHEREAS, Mechanical Solutions has been selected through the Request for Qualifications process as the most qualified firm for this work; and

WHEREAS, funding is available within the 2001 and 2002 Capital Fund Programs budgets; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws, and has been reviewed and approved by HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract with Mechanical Solutions to provide Mechanical Engineer Consultant Services on an as-needed, task assignment basis for all developments in a total amount not-to-exceed $150,000.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Carl L. Williams

CARL L. WILLIAMS, General Counsel

Date: 12-5-02

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 12/5/02

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Memorandum

DATE: January 9, 2003

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSION

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola J. Gans, Commissioner

FROM: Gregg Fortner, Executive Director

SUBJECT: **RESOLUTION APPROVING A LETTER OF AGREEMENT WITH THE SHERIFF'S DEPARTMENT TO PROVIDE CRIMINAL HISTORY INFORMATION AND RATIFICATION OF CRIMINAL HISTORIES OBTAINED BASED ON AN URGENT NEED**

OVERVIEW

The San Francisco Housing Authority previously used several sources to obtain criminal history information on prospective residents of Public and Section 8 housing. Most recently, we used commercial sources for this information because we were able to get the information quickly. However, the information available from commercial providers is limited and expensive. We recently began searching for a source of criminal histories that could provide comprehensive information, quickly and at a reasonable price. The Sheriff's Department has been providing criminal history information on prospective new employees for over three years and has done an excellent job. They were contacted and have agreed to provide criminal history information on all prospective residents of public and Section 8 housing over the age of 18. The information they provide will be obtained from the California Law Enforcement Telecommunications System (CLETS) which provides state-wide criminal history, some national information as well as information on registered sex offenders, arsonists and drug offenders.

The requirement to obtain criminal history on prospective public housing and Section 8 residents is found in Federal Regulations, the Administrative Plan for Section 8, and the Admissions and Continued Occupancy Plan (ACOP) for Public Housing. The Personnel Policies, Rules and Procedures adopted in July 2001 require that we obtain criminal history information on all newly hired employees as well as those being rehired after a break in service of any duration.

In late December, based on the need to rapidly fill vacant public housing units and issue Section 8 vouchers to clients on the waiting list, two fairs were scheduled at which it was anticipated that as many as 1,500 clients could require criminal background checks. The lack of criminal history information would impede our ability to lease up units and issue vouchers. This was an emergency situation requiring immediate action. We contacted the Sheriff's Department and determined that they would be able to respond to our needs, but they required payment. On December 19, 2002 we requested the Sheriff's Department to be ready to begin processing criminal histories in late December and early January, 2003. We also paid them $18,141.25 to cover this initial work pending Commission approval of the resolution adopting the Letter of Agreement.

ANTICIPATED OUTCOME

The adoption of the Letter of Agreement to conduct criminal history checks will allow the Housing Authority to obtain comprehensive criminal history information quickly and at a reasonable cost to comply with requirements of HUD and our Personnel Policies.

WHO BENEFITS

Residents and landlords benefit because they know that their new neighbors and tenants have been checked out and do not have a criminal history. The Housing Authority benefits by complying with Federal Regulations and its own policies.

BUDGET CONSIDERATIONS

The cost of obtaining criminal histories will be allocated between Public Housing and Section 8. These costs have been included in the budget for the current fiscal year. For the first year, we estimate we will need $72,565 based for the anticipated 4,000 criminal history checks. In subsequent years, we expect the volume of criminal history checks to decrease to approximately 1,000 per year with a substantial reduction in the payments to the Sheriff's Department. The price per criminal history check is $18.14 per check ($72,565/4,000). This price is more than competitive with commercial sources. Based on quotes received for commercial criminal checks, the price per check including sex offender information ranges from $20 to $33.75 per check per county. The criminal history information obtained through the Sheriff's Departments use of CLETS is much more comprehensive than the information that can be obtained through commercial sources and costs substantially less.

RECOMMENDATION

Adopt the resolution to obtain criminal history information from the Sheriff's Department.

RESOLUTION NO.
DATE ADOPTED
[AS AMENDED]

RESOLUTION APPROVING A LETTER OF AGREEMENT WITH THE SHERIFF'S DEPARTMENT FOR THE CITY AND COUNTY OF SAN FRANCISCO TO OBTAIN CRIMINAL HISTORY INFORMATION OF PROSPECTIVE RESIDENTS AND EMPLOYEES AND RATIFYING PRIOR ACTION TO OBTAIN CRIMINAL HISTORIES ON AN URGENT BASIS

WHEREAS, Federal Regulations and San Francisco Housing Authority policies require a criminal background check of family members prior to leasing as well as new and reemployed employees; and,

WHEREAS, the Housing Authority has investigated various sources from which it could obtain criminal history information and has found that commercial sources offer limited information, generally limited to a single county and at a higher total cost; and,

WHEREAS, the San Francisco Sheriff's Department has agreed to provide criminal history information on prospective residents of public and Section 8 housing as well as prospective new employees and will use the California Law Enforcement Telecommunications System (CLETS) to provide the Housing Authority with comprehensive criminal history information for a reasonable cost; and

WHEREAS, there was a need to obtain criminal histories on a urgent basis prior to adoption of this resolution and the Executive Director was able to obtain these histories from the Sheriff's Department at the price cited in the Letter of Agreement; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Letter of Agreement between the Sheriff's Department and the Housing Authority to conduct criminal history checks is approved in an amount for the first year of not to exceed $72,565.00

2. The action of the Executive Director to obtain approximately 1,500 criminal histories on an urgent basis at a cost of $18,141.25 is ratified

3. The Executive Director is authorized to approve and implement this Letter of Agreement immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Mart
for CARL L. WILLIAMS, General Counsel

Date Jan. 2, 2003

REVIEWED BY:

GREGG FORTNER, Executive Director

Date 2/3/03

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TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

DATE: JANUARY 9, 2002

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH THE KPA GROUP TO PROVIDE STRUCTURAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

OVERVIEW

This Resolution will authorize the Executive Director to enter into a contract with the highest-ranked structural engineer consulting firm on an as-needed, task assignment basis for all developments over the next two years. This contract will provide the San Francisco Housing Authority (Authority) structural engineering services for the FY01 and FY02 Capital Fund Programs.

This contract replaces a similar two-year, $100,000 contract that was successfully completed in August 2002. During the two-year life of that contract, seven separate task assignments were completed. The various tasks included the design, preparation of construction documents, review of contractor bids, and provision of structural engineering expertise for repair of dry rot in roof eaves and entrance canopies, repair of exterior concrete balconies, and repair of structural damage in roofs.

OBJECTIVE

The objective of this contract is to provide the Authority with competent professional, licensed structural engineering consultants to assess the need, design the solution, prepare construction documents for public bidding, and provide technical expertise to evaluate the contractor's construction and performance under the contract.

The task assignment services may include:

Existing Facilities:

1. Provide field and office testing and investigations, evaluations, analysis and reports in writing;

2. Develop recommendations and cost estimates to provide corrective actions to any problems revealed in a particular portion of the work;

3. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

4. Apply for and obtain building permits; or

5. Prepare comprehensive construction documents for construction work performed by the Local Authority's crafts people.

New Construction:

6. Provide Programming;

7. Prepare schematic designs, design developments, outline specifications, construction cost estimates;

8. Prepare comprehensive construction documents for public bidding within an estimated construction cost;

9. Apply for and obtain building permits; or

10. Prepare comprehensive construction documents for construction work performed by the Local Authority's crafts people.

General

11. Assist with clarifications during the bid process, evaluation of bids received process, contract award and pre-construction phases;

12. Assist the Local Authority's staff during the construction phase by providing construction administration support services such as clarifications, review of proposed contract changes, performing periodic site inspections, and conducting a final survey to determine if the work performed was in accordance with the project plans and specifications; and

13. Attend meetings as required.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws. The completed procurement process has been reviewed and approved by HUD.

The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ).

Solicitation Process

Pre-approval of the RFQ was obtained from Authority management prior to advertisement.

The RFQ was issued September 18, 2002, with announcements to the SF City Outreach Services and the American Institute of Architects. It was posted on the SF City Bids and Contracts newsletter, the SF City web site, the SFHA web site, and the Small Business Administrations' Sub-Net web site. An advertisement was published in the SF Bayview, the Sing Tao Daily, and the Daily Pacific Builder. Finally, the announcement and RFQ documents were mailed directly to 16 local professional firms and individuals.

Six Statements of Qualifications were received by the October 16, 2002 deadline.

Evaluation Process

The written Statements of Qualifications were evaluated by the Evaluation Panel to select the highest-ranked firms for oral interviews. At the same time, staff checked the references provided by each firm. After the interviews, the Evaluation Panel prepared a final evaluation and scoring to select the firm with the highest-ranked qualifications.

Evaluation Criteria

Listed below are the evaluation criteria and their relative weight. Described in italics are the reasons for the different criteria. The Director of Contract/Procurement Division approved the criteria and weighting given to each, which is based on the Authority's standards for Request for Qualifications questions and weighting.

No.	Criteria & Reason	Weight
A	Criterion: Qualifications. *This allows evaluation of the firm's technical expertise as measured by the quantity and type of work performed by the firm and its years in business.*	20 points
B	Criterion: Staff Profiles. *This provides insight into the quality of the staff as measured by their professional degrees, licenses and experience with the type of work required by this contract. The local staff size and their credentials is a quantitative measure of their knowledge, and is indicative of their ability to respond quickly with qualified staff.*	20 points
C	Criterion: Understanding of the project. *This demonstrates the firm's familiarity with mechanical engineering issues most frequently encountered with urban public housing in both family housing and mid-rise buildings. A firm with this experience is most capable of providing economical, efficient solutions to by the Housing Authority.*	20 points
D	Criterion: Approach to Project. *This item allows us to determine that the selected firm not only has office technical skills but also possesses sufficient field experience to effectively deal with field problems and contractor issues.*	20 points
E	Criterion: Affirmative Action. *This allows evaluation of the firm's commitment to MBE/WBE participation and analysis of its detailed plan for hiring and training Authority residents.*	20 points
	Total	100 points

The Evaluation Panel reviewed the firms' written Statements of Qualifications based on the above RFQ criteria and ranked the firms as follows:

Firm and Rank	Panelist 1	Panelist 2	Panelist 3	Average Score
1. STRUCTUS	84	94	83	87.0
2. ESI	79	84	92	85.0
3. The KPA Group	80	84	91	85.0
4. Ficcadenti & Waggoner	70	89	47	68.7
5. Oak Engineering	61	79	62	67.3
6. ABA	49	65	79	64.3

The three firms with the lowest scores were determined to not meet the technical needs of the Authority. Separate interviews were conducted with the three top-ranked firms on December 12, 2002, during which time the respondents discussed their Qualifications and clarified issues raised by the Evaluation Panel. After the interviews, the Evaluation Panel conducted a final scoring and ranking of the firms as follows:

Firm and Rank	Panelist 1	Panelist 2	Panelist 3	Average Score
1. The KPA Group	100	96	93	96.3
2. STRUCTUS	92	84	84	86.7
3. ESI	88	88	79	85.0

Evaluation Panel Conclusions
The Evaluation Panel determined that The KPA Group was the most qualified firm. The KPA Group has successfully completed a small previous contract with the Authority for a survey of existing structural conditions, and has substantial experience in residential construction for both government and private clients. The references from the firm's other clients were excellent, and the firm is not on the federal Excluded Parties List.

Evaluation Panel Members
Chairperson: Architect, Housing Development and Modernization Department, Senior Project Manager. Selected for expertise in public housing design and construction, consultant management and understanding of the Capital Grant Program.

Member: Construction Superintendent, Housing Development and Modernization Department. Selected for expertise in repair and up grading of public housing and knowledge of construction.

Member: Architect Intern, Housing Development and Modernization Department, Project Manager. Selected for expertise in public housing design and construction.

PRESENT SITUATION
The prior two-year structural engineer consultant contract is successfully completed. The FY01 and FY02 Capital Funds Program requires structural engineering consulting services for numerous planned construction projects, including structural repairs of water-damaged roof and balcony framing, structural repair of dry rot, and miscellaneous structural repairs.

ANTICIPATED OUTCOMES
If this contract is funded the anticipated outcomes are:

- The Authority will receive quality structural engineer consultant services for Capital Fund Program construction.
- The Authority will be able to comply with all Federal, State and City Codes and Regulations.
- The Authority will provide a safer and efficient service to residents.
- Residents will have opportunity for training and employment.

WHO BENEFITS

Residents benefit from having appropriate structural engineering consultant services for all contracted and in-house construction work. Poorly designed capital improvements run the risk of code violations. Residents also benefit by the Authority's ability to respond quickly to emergency situations.

BUDGET CONSIDERATIONS

Funding for this contract is immediately available within the 2001 and 2002 Capital Fund Programs. The Authority and all public agencies in California are required by State and Federal law to select engineering consultants on the basis of qualifications in the form of a Request for Qualifications (RFQ). After the most-qualified firm is selected, the hourly billing rates and reimbursable expenses are negotiated. As there is no price competition between the responding firms, the hourly billing rates are not confidential:

Principal	$140
Senior Engineer	$110
Engineer	$ 95
Junior Engineer	$ 85
CAD Designer/Drafter	$ 60
Administration	$ 60

These negotiated rates are very competitive and compare favorably to the hourly rates for other Authority engineering consultants.

RESIDENT EMPLOYMENT

The KPA Group has agreed to hire public housing residents to meet or exceed the 25% requirement established by Commission Resolution No. 4967 for non-construction contracts that exceed $50,000. They have met with the Authority's resident hiring specialist to seek out and interview qualified Authority residents for job opportunities in their office for surveying assistants, technical trainees and/or administrative assistants. They are willing to participate with other Authority architect and engineer consultants to provide more extensive training for selected residents, and they will provide over 350 hours of full-time employment of public housing residents for this contract.

MBE/WBE STATUS

The KPA Group has agreed to subcontract 20% of its work to Bello & Associates, a local Minority Woman Owned Business Enterprise certified by the San Francisco Human Rights Commission. The KPA Group has a diverse workforce in its office and has provided an Affirmative Action Acknowledgement form meeting the requirements of Executive Order 11246.

RECOMMENDATION

I recommend approval of this Resolution.

(Prepared by Barbara Smith and Steve Haines, Housing Development and Modernization Department)

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH THE KPA GROUP TO PROVIDE STRUCTURAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

WHEREAS, the San Francisco Housing Authority (Authority) requires a consultant who can provide structural engineering consultant services on an as-needed, task assignment basis; and

WHEREAS, the contract with the current structural engineering consultants has expired; and

WHEREAS, the Authority has programmed capital work funded with the 2001 and 2002 Capital Fund Programs which will require structural engineering consultant services; and

WHEREAS, The KPA Group has been selected through the Request for Qualifications process as the most qualified firm for this work; and

WHEREAS, funding is available within the 2001 and 2002 Capital Fund Programs budgets; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws, and has been reviewed and approved by HUD.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a two-year contract with The KPA Group to provide Structural Engineer Consultant Services on an as-needed, task assignment basis for all developments in a total amount not-to-exceed $150,000.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Mart
for CARL L. WILLIAMS, General Counsel

Date: Jan. 2, 2003

REVIEWED BY:

GREGG FORTNER, Executive Director

Date: 1/3/03

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, January 9, 2003

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, January 9, 2003, at 4:00 p.m.

President Sululagi Palega called the meeting to order at 4:13 p.m.

1. ROLL CALL

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Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner (excused at 5:30 p.m.)
Neola Gans, Commissioner

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

Executive Director Gregg Fortner requested the removal of Item 11B from the agenda. Commissioner Clark moved to approve the agenda as amended. Commissioner Brown seconded the motion. The motion to approve the agenda as amended was passed by a unanimous vote.

3. APPROVAL OF MINUTES

Commissioner Smith moved to approve the minutes of the November 14, 2002 Regular Commission Meeting. Commissioner Gans seconded the motion. The motion to approve the minutes of the November 14, 2002 Regular Commission Meeting was carried by a unanimous vote.

Commissioner Clark requested that the minutes of the November 19, 2002 Special Commission Meeting be amended to reflect that he did not excuse himself from the meeting at 5:40 p.m. Commissioner Clark moved to approve the minutes of the

November 19, 2002 Special Commission Meeting as amended. Commissioner Smith seconded the motion. The motion was carried by a unanimous vote. President Sululagi Palega abstained due to his absence at that meeting.

4. GENERAL COMMUNICATIONS
5. REPORT OF SECRETARY

Executive Director Gregg Fortner asked the Commission to permit a simultaneous report of the General Communications and Report of Secretary. There were no objections from the Commission. Mr. Fortner proceeded to report on the contents of the Commission's folders. The first item, requested by Commissioner Clark, was a memorandum regarding the results of the SFHA's efforts to improve voter participation among Public Housing and Section 8 households. Mr. Fortner stated that the efforts of APRI resulted in an increase from 346 ballots cast in March of 2002 to 766 ballots cast in November of 2002. Mr. Fortner said that the SFHA is going to contact the Department of Elections to determine why almost 700 registered voters were dropped off the list between November 2001 and March 2002.

Next, Mr. Fortner addressed the memorandum regarding President Palega's requested report on hardwired smoke detectors and fire alarm system improvements. Mr. Fortner stated that the Capitol Fund Plan has been budgeted to install hardwired smoke detectors in several units. Although, all units have at least a battery operated smoke detector.

Mr. Fortner invited Ben Golvin to explain the report on the North Beach HOPE VI Resident Hiring Results. Mr. Golvin explained the three components of the project team: the Development Team, Design/ Consultant Team, and the Construction Team. The Development Team is the North Beach Development Associates. The Design/ Consultant Team consists of the architects and engineers, and the Construction Team is the general contractor. The contract value of the construction team is about $70 million. The Design/ Consultant Team's contract is about $4 million and the Development Team's contract is about $2.5 million. The Development Team has completed 60% of its work. The work of the Design/ Consultant Team is about 80% complete, and the work of the Construction Team is about 7% complete. Mr. Golvin then explained the results to date. Forty-eight percent of the Development team's hours were allocated to residents. Due to the technical skill level required by the Design Team, only 5% of their hours were allocated to the residents. Forty-two percent of the Construction Team's hours were designated to residents. On an average, 32% of the 12,346 combined hours were allotted to residential employees. The 40 residents were employed in various trades such as asbestos remediation (15), laborers (14), clerical/ administrative (4), operating engineers (2), environmental engineers (1), survey assistants (1), pile drivers (1), and carpentry (1). Mr. Golvin noted that the number of residents hired for asbestos remediation may actually be more than was reflected in his report.

President Palega asked if the construction hours worked by the 40 residents hired totaled 9,080. Mr. Golvin answered yes and further explained that the resident employees have worked 42% of the 21,661 construction hours to date.

Commissioner Brown asked what were the responsibilities of the design and development team. Mr. Golvin stated that the design and development team encompasses the architects, structural engineers, and landscapers who all provide consulting services. It is more difficult to place residents in these occupations due to the high skill level required, but entry-level positions with the various firms, are diligently sought after. Mr. Golvin also explained the issues encountered with the unions. Now that more unionized construction workers are out of work, it has become problematic for residential hires to "skip" the line.

Mr. Fortner continued with the next report generated by Nannette Sparks regarding the vacant units ***. He stated that as of January 9, 2003, 225 units were vacant and ready to be reoccupied. Before Christmas, 400 applicants were invited to fill those units. Of the 400, about 50 applicants were present and 13 units were reoccupied. In addition to the 225 units, there were another 100 units being prepared for reoccupation. Some of these units have been referred to the Modernization and Redevelopment department because they will cost more than $6,000 to renovate. Mr. Fortner stated that the vacancy situation is challenging because most of the available units are in Sunnydale, Potrero Hill, Hunter's View, and Alice Griffith. Individuals on the waiting list have demonstrated a serious lack of interest to move into these developments. Additionally, the waiting list process cannot be circumvented, and the oldest applicants must be contacted first. Mr. Fortner introduced the next strategy. On January 14th, 15th, and 16th, 1200 applicants on the waiting list will be invited to update their information in an attempt to fill these vacancies. The Housing Authority is optimistic that of the 17,000 people on the waiting list, these units will eventually be reoccupied. Mr. Fortner stated that the Authority is under scrutiny by the regulatory bodies and the SFHA is being very careful not to compromise the integrity of the waiting list process.

President Palega asked how long applicants have to respond after receiving their letter before they are removed from the list, and what is the SFHA doing to ensure the applicants duly receive their letters. Mr. Fortner answered that names are only purged from the list if the invitation letters come back indicating the person has moved and left no forwarding address. The letters specified the location of the vacant units. If an applicant does not want to live in Alice Griffith, Hunters View, Potrero Hill, or Sunnydale, their names are not removed from the waiting list and if a vacancy opened in another area, the person is presented with that option. Those who received an invitation letter are expected to be present on January 14th, 15th, or 16th, unless an alternative date and time was scheduled by the applicant. President Palega stated that if an applicant turns down what the SFHA has available, the person should be removed from the list. Because the longer the units remain unoccupied, the more likely unauthorized people will camp out in the abandoned units, destroy the property, and the SFHA incurs expenses. Mr. Fortner

reiterated that the SFHA must be mindful of the rules of the regulating bodies, and abide by them. President Palega suggested that the regulating bodies be apprised of the situation the SFHA is managing, and the rules be revised.

Commissioner Clark echoed the concerns of President Palega. Commissioner Clark stated that he had received a letter from the former City Attorney, Louise Renny, who expressed concerns about the Big Four properties. Executive Director Gregg Fortner said that he had received the letter today, and it is dated November 13, 2002. He also said he would attempt to establish a meeting with Ms. Renny and anyone she is representing to solicit their help in addressing this issue. President Palega stated that he had conversed with Julissa Owens concerning the receipt of mail in a more timely fashion that he may adequately respond. Mr. Fortner stated that he would report on the vacancies during the Report of Secretary until the vacancies are filled. Commissioner Brown commented that the point in the letter particularly interesting to him was the number of vacancies that were not ready to be reoccupied. Commissioner Brown requested those numbers be made available. Mr. Fortner responded that maintenance is preparing between 125 and 150 units to be reoccupied and 107 units have been referred to the Modernization Department because the rehabilitation costs exceeded $6,000. Mr. Fortner promised the exact numbers would be reported at the next Commission meeting.

Mr. Fortner continued his report with the correspondence from the Public Relations Board. Mr. Fortner referenced a previous meeting when members of the SEIU, Local 790 addressed the Commission with various issues. The correspondence before the Commission was a letter from the Public Relations Board dismissing the SEIU's charge of unfair practice by the Housing Authority. Mr. Fortner stated that the allegations of the SEIU were dismissed due to a lack of merit.

Next, Mr. Fortner discussed the memorandum pertaining to Commissioner Palega's request for information on the HUD Operating Subsidy Payment Schedule. Mr. Fortner explained the HUD payment schedule to date and went on to discuss the correspondence from the Council of Large Public Housing Authorities. Mr. Fortner said that he is soliciting the help of residents, the Commission, and the city and national governments to address this serious issue. Mr. Fortner summarized the document stating that HUD had miscalculated their budget for 2002 and will face a $250 million dollar shortfall for the 2003 budget. HUD appropriated $250 million from the 2003 budget to cover the miscalculation of the 2002 budget and will not seek additional funding to cover these costs. This will affect all Housing Authorities nationwide. HUD is expected to fund operating subsidies at 70% of what is necessary. Mr. Fortner stated that this cut will be devastating for Housing Authorities across the country. Congresswoman Pelosi, the Conference of Mayors, and Mayor Willie Brown are already getting involved. Mr. Fortner appealed to the public at large to write their congressperson and the various newspapers in objection to the cuts. At a future date, the programs, services, and staffing affected by these cuts will be announced.

Commissioner Clark asked how the letter dated November 18, 2002 from Charles Garnett of the TARC agency relates to the HUD budget cuts. Outlined in Mr. Garnett's letter are problems regarding voluntary compliance with the Consent Decree and the Department of Justice exercising its right to pursue the SFHA. Commissioner Clark inquired what the impact of this decision is if the SFHA will only be operating at 70% of its required budget. Mr. Fortner answered that the letter is actually good news because it was announcing that the SFHA PHA Plan was approved and the SFHA will be able to access capital funds for this year. The 30% cut will begin on October 1, 2003. Mr. Garnett's letter pointed out that the Department of Justice's lawsuit could potentially cause funding problems in the future, but the correspondences are unrelated.

Commissioner Smith asked if maintenance employees who are on sick leave, for an extended period of time, could be substituted so that their duties don't go unmanaged. Mr. Fortner replied that he was unfamiliar with the specifics of the situation Commissioner Smith described, but that position is budgeted, so if someone is out sick, the union should be able to temporarily replace that position.

Mr. Fortner emphasized that the Finance Committee should meet as soon as possible because HUD is now requiring the budget proposal to be submitted on May 1st versus the June 30th date in previous years. Mr. Fortner informed the Commission that the 30% cut represents $8.1 million of the SFHA funding, which equates to about 80 jobs. Services, maintenance, and security are just a few examples of how the cut will affect the Agency and its residents. Therefore, it is imperative that the Finance Committee schedules a meeting as soon as possible to prepare for the October 1st budget and the consequences of the 30% cut.

President Palega stated that since we know the SFHA is facing some crucial times, have a couple different scenarios been proposed for the Commission to examine? He stated that when changes are about to occur, the Commission should be informed ahead of time so that the Commission can be prepared. He said that a lot of information had just been received and prior to this, Mr. Fortner had only verbally informed the Commission, but nothing had been received in writing until now. President Palega reiterated his request for different scenarios to be presented to the Commission because if calls are received regarding this issue, the Commission would like to be prepared to answer. Mr. Fortner stated that the agency is currently working on three different scenarios to present, and also pointed out that the correspondence received, concerning the cuts, was dated January 6, 2003. President Palega commented that now the Commission is aware of this issue and everyone should work on this problem together so that when the cuts have to be administered, a collective agreement has already been reached, that everyone could feel comfortable with. Mr. Fortner said that because the SFHA fiscal year doesn't begin until October 1, 2003, the Agency has 10 months to develop a plan.

Executive Director Gregg Fortner continued his report by honoring a vocal resident of public housing, Ms. Jule Green. Ms. Green died on November 27, 2002 and Mr. Fortner asked everyone to observe a moment of silence in her honor.

President Palega entertained any questions for Mr. Fortner. Commissioner Clark addressed the Commissioners in regards to the APRI report. He inquired as to whether it was a good investment of the Housing Authority's funds to spend $50,000, which resulted in only 1800 registered voters. Commissioner Clark stated that next time, a better performance should be demanded. President Palega responded that better performance should be demanded of all staff, and quoted Mr. Fortner's promise to examine the drop in numbers. President Palega also stated that if this is a problem that can be improved at the Commission level, then he agrees with Commissioner Clark, but if the problem lies within the Registered Voters Office then the remedy must also come from there. President Palega also mentioned that the staff needs to make sure the vendors submit accurate bids for a job because requesting more money through a change order may no longer be possible. Executive Director Gregg Fortner addressed the comments of Commissioner Clark concerning APRI. Mr. Fortner stated that APRI went beyond registering voters and held successful recreational activities for at-risk youth and brought a sense of unity to the community. President Palega echoed the comments of Mr. Fortner. Furthermore, President Palega requested a closed session at the next meeting to further discuss the matters presented to the Commission.

6. COMMITTEE REPORTS

President Palega announced that no committee meetings were held, but all will be scheduled in the near future.

Diversity Committee
No report.

Finance Committee
No report.

Personnel Committee
No report.

7. REPORT OF GENERAL COUNSEL

President Palega welcomed Donna Martin, the new General Counsel. Ms. Martin told the Commission if they have any concerns or questions to give her a call. Commissioner Clark announced that Carl Williams, the former General Counsel and long time employee had retired and suggested that a resolution be drafted in honor of his years of service. There were no objections from the Commission.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

President William Vitale asked if the HUD rule to fund $25 a unit for the tenant associations will still stand despite the 30% cut in funding. Executive Director Gregg Fortner replied that the rule will stand, but whether the funding will be available after the cuts, is questionable. President Vitale reported that the December 18, 2002 Volunteer Appreciation Luncheon was a success and thanked everyone for attending.

Public Housing Tenants Association (PHTA)
No report.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

Kamilah Watson, representing the homeless families of San Francisco, handed out a packet to all of the Commissioners. Ms. Watson explained that the packet contained a memorandum received on December 23, 2002 during a rally in Sunnydale. The subject of the memo was the Housing Authority leasing fair to house 3000 families. Ms. Watson stated that the number went from 3000 to 300 and she was supposed to be one of the families moving in. She said that all of her paperwork had been filled out and the additional documentation requested had been provided, yet she still hadn't heard back from the Housing Authority. Ms. Watson stated that she had come to speak with Mr. Fortner earlier in the day, but the staff informed her that he was unavailable. She claimed that the Housing Authority is keeping hundreds of families in homeless shelters, homeless hotels, and even on the street. When Ms. Watson and others showed up for the leasing fair, they were told that no such fair was being held and even though the SFHA claimed a desire to fill the vacancies, homeless people are still getting the run-around. Ms. Watson requested that the vacant units be rehabilitated now and homeless people be given priority to fill them. Furthermore, no homeless shelters were contacted about the leasing fair. Ms. Watson requested a leasing fair be held in three weeks dedicated for the homeless.

Victoria Kirk was not present to address the Commission.

Bianca Henry, an Advocate for the Coalition on Homelessness addressed the Commission. She stated that over 753 families live in the shelters and none of them received a letter regarding a leasing fair. Furthermore, it is wrong to have these units remain vacant with so many homeless people in San Francisco that would be more than

happy to live there. Ms. Henry pleaded for the Commission to give the homeless their fair chance at receiving housing.

Jennifer Friederbach, of the Coalition on Homelessness addressed the Commission. Ms. Friederbach stated that their organization derived at a 23% vacancy rate from documentation received from the Housing Authority and by performing a manual count. The Coalition on Homelessness found that 1 in 4 units at the Sunnydale development were boarded up. The manual count found that 1170 special units are vacant. Ms. Friederbach said that they were told that these units were part of the HOPE VI developments. This lead the Coalition on Homelessness to perform further analysis which found that only a couple hundred units were accounted for and left about 600 or 700 unaccounted for and they would like to know why. Ms. Friederbach concluded by stating that the SFHA was quoted in the newspaper as giving priority to homeless families and she would like to see that enacted as well as a leasing fair that targets homeless families. Ms. Friederbach also requested a meeting with the Executive Director, Gregg Fortner to go into further details of her presentation.

Executive Director Gregg Fortner clarified the statistics when stating that the SFHA does not have a 23% vacancy rate. The vacancy rate is under 10% and the 1000 units referred to are not counted by the SFHA because they are HOPE VI developments and are privately managed. Plaza East, Hayes Valley, and the Bernal Developments are full. Mr. Fortner agreed to meet to further clarify the information.

Commissioner Brown added that the Commission requested this information, and it is a concern that is not going unnoticed.

President Palega asked the representatives to make sure to leave their names and numbers with the staff so that a meeting can be scheduled. Mr. Fortner stated that he was informed that a meeting had been scheduled for January 10, 2003 at 10:30 a.m.

10. UNFINISHED BUSINESS:

There was no unfinished business.

11. NEW BUSINESS

RESOLUTION No. 5072

(A) RESOLUTION RATIFYING THE APPROVAL AND EXECUTION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND THE CARPET, LINOLEUM AND SOFT-TILE WORKERS' UNION, LOCAL 12

Paul Howard, Human Resources Manager, presented the details of the resolution. Mr. Howard stated that the previous contract expired on September 30, 2002. Negotiations were begun in mid to late August. The economic provisions comply with the Federal wage rate regulations. The new MOU provides the benefits of a more comprehensive management's rights clause, performance accountability provisions, and furthers the SFHA efforts to achieve a higher degree of uniformity among all existing MOU's. It is a four-year agreement that will provide long-term stability and harmony with the union.

Commissioner Clark asked if the memorandum was requesting $23,000 the first year, $24,000 the second year, $25,000 the third year, and $26,000 the fourth year. Mr. Howard responded yes. Commissioner Clark then asked if Mr. Howard was the individual who negotiated the MOU. Mr. Howard responded yes. Commissioner Clark asked Mr. Howard if he was satisfied that this was in the best interests of the Housing Authority. Mr. Howard responded that he believes it is an excellent agreement, and because it is a four-year agreement, it is consistent with the 7 or 8 MOU's negotiated over the last 18 months and wages given by the city and county of San Francisco.

President Palega asked the Union representatives to step forward and address the question of what efforts are being made to recruit residential employees for entry into their apprenticeship program and joining the union. Gene Hopkins and Dave Figoroa of Local 12, District Counsel 16 stepped forward. Mr. Hopkins answered that those opportunities are available to anyone. The union has a name recognition hiring hall procedure. This allows the resident to sign up on the out of work list, call the union hall stating that they are a resident, and regardless of where the person is on the list, that individual will be dispatched.

Executive Director Gregg Fortner added that a meeting was held that day to try to put a provision in the Building Trades Council MOU that will require all Unions to give preference to residents seeking apprenticeship programs and employment.

Commissioner Clark commented that he was confused as to how $23,000 will be enough for all of the employees in this Union. Mr. Howard explained that the SFHA has seven floor coverers and one foreman, so it is a relatively small group and hence the small cost.

Commissioner Brown asked if the wages would be retroactive. Mr. Howard responded that the wage increase would be retroactive beginning October 1, 2002. Commissioner Brown suggested that negotiations begin earlier than the month before the contract is ending to avoid retroactively increasing the wages. Mr. Howard thanked Commissioner Brown for the good advice.

Commissioner Smith asked what were the wages for the apprenticeship program. Mr. Hopkins replied that the apprenticeship program begins at 50% of the normal wages and increases by 5% each year. Fifty percent equates to about $22,600 per year and includes benefits.

Commissioner Clark moved to approve Resolution No. 5072. Commissioner Brown seconded the motion. Resolution No. 5072 was approved by a unanimous vote.

Commissioner Palega announced that Item 11 B was removed from the agenda and the Commission would now entertain Item 11 C.

Resolution No. 5073

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENIRONMENTAL, INC. TO PROVIDE ASBESTOS CONSULTING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

President Palega was not present for the presentation, discussion, and voting of this resolution. Vice President Lee presided over this issue.

Richard McGuire, the Environmental Specialist for the SFHA provided the details of this resolution. Mr. McGuire stated that this resolution would replace three contracts that have recently expired. The issue for this contract is the environmental consulting services to manage the SFHA asbestos containing materials. Contact with asbestos is pervasive throughout all of the building work. As required by state law, a procurement request was done by a request for qualifications. The Environmental Evaluation Panel selected the most qualified firm, and then the rates were negotiated. SCA's rates have remained unchanged since 1994. Invitations were sent out to 23 firms, and five statements of qualifications were received. On SCA's last contract, they achieved a 30% resident hiring rate and are a certified MBE/WBE firm.

Commissioner Brown asked how much the first contract totaled. Mr. McGuire answered that the first contract was for $150,000 with three different firms. Commissioner Brown then asked how much of the contract's funds were previously used. Mr. McGuire answered that about $5,000 to $10,000 remained.

Commissioner Clark moved to approve Resolution No. 5073. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5073 was carried by a unanimous vote.

Resolution No. 5074

(D) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENVIORNMENTAL, INC., TO PROVIDE LEAD CONSULTING SERVICES ON AN AS-NEEDED, TASK

ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

President Palega returned, and was present for the presentation of this resolution.

Richard McGuire presented the details of this resolution. He stated that this resolution was very similar to the previous, but a separate procurement was performed to give more companies a chance to bid for the award. The procurement process determined that SCA was the number one firm after the request for qualifications was complete. The contract would replace three contracts totaling $150,000. This contract will allow for immediate availability for an emergency response and the 30% resident hiring rate would be achieved.

Commissioner Brown asked why there is such a difference in the price range between this contract and the last. Mr. McGuire answered that quite a bit of work had been completed under the previous contract, and $23 million dollars in emergency fund allocations lead to a lot of extra activity in lead and asbestos.

Commissioner Clark moved to approve Resolution No. 5074. Commissioner Lee seconded the motion. The motion to approve Resolution No. 5074 was carried by a unanimous vote.

Commissioner Clark was excused at 5:30 p.m. and was not present for the remainder of the Commission Meeting.

Resolution No. 5075

(E) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH LEE INCORPORATED TO PROVIDE CIVIL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $100,000

Steve Haines, Construction Services Manager of the Housing Development and Modernization Department presented the resolution. This resolution and the proceeding two resolutions are necessary for the capital funds program for the fiscal years of 2001 and 2002. He stated that these consulting contracts provide the SFHA with necessary expertise not available by the staff. This procurement will replace previous contracts that were successfully completed and have expired. Mr. Haines stated that all of the firms that will be recommended are HRC certified and minority, woman owned businesses. However, the structural engineering firm outgrew their disadvantaged, minority status. They are excited about hiring resident employees and the four contracts comprised of 1500 residential hours. Waymond Nichols has already identified two residential students

willing to work for these companies. Mr. Haines commented that Ellen Lee, the owner Lee Incorporated, was unable to attend the meeting, but was present at the last session when a quorum was not met. He further explained that the last contract was for $124,000 and this one is for $100,000.

Mr. Haines reported that the Civil Engineers provide expertise for underground sewer issues, accessibility issues, ground water springs, landslide repairs, and are available for emergencies. The procurement was done through a request for qualifications, and the evaluation panel selected the most qualified firm. The hourly wages are then negotiated with the most qualified firm. If a satisfactory solution is not reached with the top firm, the next best firm is contacted. With respect to Lee Incorporated, the negotiations were successful and the SFHA received the same rates as the expired contract established in 1999. Advertising and outreach was directed to the MBE/WBE list maintained by the Human Rights Commission. Four statements of qualifications were received and it was clear that Lee Incorporated was the most qualified firm to meet the SFHA's needs. Over 250 hours of resident employment are anticipated and Lee Incorporated is a certified MBE/WBE firm.

President Palega asked how were their resident hiring practices in the past. Mr. Haines replied that they have implemented resident hiring in the past, but it was not at the 25% level because that rule was enacted after the execution of the previous contract with Lee Incorporated. Commissioner Palega stated that the 25% rule was in place at that time. Executive Director Gregg Fortner clarified that at that time, the 25% resident hiring rule only applied to construction contracts. President Palega stated that he doesn't have a problem with giving this firm a try, but the resident hiring issue is one of the top priorities of the Commission, along with security.

Commissioner Brown asked Mr. Haines if he has a list of residents seeking employment. Mike Roetzer, Administrator for Management Services and Support interjected that Waymond Nichols is the point of contact for all contractors doing business with the Housing Authority and has been very aggressive in recruiting residents of Public Housing and Section 8 who are interested in employment. Mr. Nichols maintains a database of resident interests in working. President Palega requested the statistics of which companies are hiring residents, and the percentage of work completed in these contracts thus far. President Palega commented that when he visits various sites he doesn't see any residents working and has yet to see an African-American performing any roofing work, other than with Western Roofing. President Palega expressed concerns about residents actually being hired versus the contracted firms playing number games. Mr. Roetzer confirmed that the Commissioners would receive the report.

Commissioner Brown moved to approve Resolution No. 5075. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5075 was carried by a unanimous vote.

Resolution No. 5076

(F) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH F.W. ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $300,000

Steve Haines, Construction Services Manager of the Housing Development and Modernization Department explained that this contract is with a firm that the SFHA has not worked with before. The owner of the company was present, but had to leave due to childcare issues. The contract with F.W. Associates will replace an expired $200,000 contract. The increase is necessary because of the large number of fire alarm systems, emergency generators, and intercom systems that are programmed in the capital fund for the next two years.

Mr. Haines reported that this was a heavily advertised request for qualifications. Twelve mailings were directly sent to the MBE/WBE of the HRC list. The SFHA received seven responses and after the evaluation panel's written and oral review, F.W. Associates was selected. F.W. Associates had excellent references and performances for other organizations in San Francisco. The billing rates were negotiated down to a similar price range as the civil engineers and over 600 hours will be allocated to resident employment. F.W. Associates is a local minority business enterprise.

President Palega asked if the 600 hours would meet the 25% resident hiring requirement. Mr. Haines responded that it would exceed the 25% resident hiring requirement.

Vice President Lee asked Mr. Haines to ensure that a firm representative is present when a contract of this magnitude is due to be awarded. She contended that it is disrespectful to the Commission not to have a representative present. Mr. Haines notified the Commission that the owner of the company was now present. Vice President Lee expressed her appreciation for their presence for such a serious issue.

Vice President Lee moved to approve Resolution No. 5076. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5076 was passed by a unanimous vote.

Resolution No. 5077

(G) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEER CONSULTANT

SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

Steve Haines, Construction Services Manager of the Housing Development and Modernization Department reported that Gordon Kong, one of the owners of Mechanical Solutions was in the audience. The as-needed, stand-by contract for $150,000 before the Commission, would replace an expired contract of $200,000. It provides for heating and water and domestic water piping replacements, dealing with faulty boiler replacement, and kitchen ventilation systems, all of which are programmed in the capitol fund. Mr. Haines stated that this procurement was an RFQ, 16 firms were solicited, three responses were received by the SFHA, and Mechanical Solutions was selected. The rates were negotiated in comparison with the civil engineer contract and over 375 hours of resident employment will be allotted. Mechanical Solutions is a certified, local, minority enterprise.

President Palega asked what kind of work Mechanical Solutions previously performed for the SFHA. Mr. Haines stated that he was not aware that Mechanical Solutions was previously successful in meeting the resident hiring quota. Mr. Kong of Mechanical Solutions addressed this issue. He informed the Commission that it was very difficult to employ qualified residents due to the expertise required to perform the work. President Palega asked Mr. Kong if the staff discussed the resident hiring requirement with him prior to the firm accepting the contract. Mr. Kong stated that it was discussed and attempts were made to hire residents through Waymond Nichols. Executive Director Gregg Fortner asked Mr. Kong to state how F.W. Associates would make sure they meet the resident hiring requirement in the future. Mr. Kong responded that F.W. Associates is planning to have a training session for the residents prior to beginning the work.

Commissioner Brown asserted that it is very hard to believe that the firm couldn't find some type of work suitable for a resident. President Palega suggested a clerk's position. Mr. Kong replied that F.W. Associates is a very small firm that couldn't afford lay offs in return for resident hires. Commissioner Brown asked how many people make up the firm. Mr. Kong stated that there are 3 or 4 people on staff, but the firm will plan ahead and work with Waymond Nichols to identify residents eligible for hire. President Palega stated that no matter what size the firm is, 25% resident hiring is a requirement. President Palega also suggested various duties that resident employees could perform and requested that this contract be monitored with respect to their resident hiring practices.

Commissioner Smith complained that in the Senior buildings there were problems with the hot water, and residents were being scalded. Mr. Kong stated that the boilers are currently being replaced.

Commissioner Lee commented that more companies should follow the example of F.W. Associates and complete projects under the budgeted amount and in a timely manner.

Commissioner Brown moved to approve Resolution No. 5077. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5077 was passed by a unanimous vote.

Resolution No. 5078

(H) RESOLUTION APPROVING A LETTER OF AGREEMENT WITH THE SHERIFF'S DEPARTMENT TO PROVIDE CRIMINAL HISTORY INFORMATION AND RATIFICATION OF CRIMINAL HISTORIES OBTAINED BASED ON AN URGENT NEED

Mike Roetzer, Administrator for Management and Support Services briefed the Commission on this resolution. Mr. Roetzer stated that criminal background checks are required for all individuals over the age of 18 entering public housing, obtaining a Section 8 voucher, or becoming employees of the Housing Authority. Most recently, the Authority had hired a private firm to perform the credit checks and criminal background checks. The SFHA found the information provided very limited and expensive. The credit checks are now being done "in-house," and the Sheriff's Department has agreed to perform the criminal background checks. The SFHA anticipates about 4,000 criminal background checks over the next year. Mr. Roetzer explained that the Sheriff Department's criminal background checks are very comprehensive. They retrieve the information from the California Law Enforcement Telecommunications System (CLETS). These reports include all state-wide information, some national information, any information on sex offenders, arscenists, and drug offenders. The Sheriff's Department has been used by the SFHA for the last three years to perform the pre-employment criminal background checks and the requested information is received within a day. Mr. Roetzer stated that the SFHA will be charged $18 per request. This price is extremely competitive considering that commercial companies are charging between $20 and $33 for much less information. This will be executed through a letter of agreement that was drafted by the SFHA in conjunction with the Sheriff's Department and an authorization form to be signed by the individuals to be checked.

President Palega asked for the cumulative amount anticipated to perform the criminal background checks. Mr. Roetzer stated that it will cost the Authority $72,565 in the first year.

Vice President Lee asked if this price could be negotiated due to the volume of checks to be performed. Mr. Roetzer stated that this is the best price the Sheriff's Department could give the SFHA. Mr. Fortner interjected that the initial quote from the Sheriff's Department was $86,000. Commissioner Brown asked what is the turn around time to receive the information after it is requested. Mr. Roetzer answered that for this amount of money, the Authority is essentially buying a position to constantly perform this task. The Sheriff's Department has stated that they can return the results within 1 or 2 days.

President Palega asked if this was negotiated through Mr. Anderson. Mr. Roetzer replied that this was negotiated through the lieutenant who specifically handles the records and has been in contact with Michael Hennessey. The sheriff, Michael Hennessey, will sign the LOA. Commissioner Palega suggested that Mr. Anderson be contacted to further negotiate this agreement because of the Authority's current financial issues.

Commissioner Brown moved to approve Resolution No. 5078. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5078 was passed unanimously.

Resolution No. 5079

(I) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH THE KPA GROUP TO PROVIDE STRUCTURAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

Steve Haines, Construction Services Manager of the Housing Development and Modernization Department reported the details of this resolution. Mr. Haines stated that the execution of this resolution would allow the SFHA to deal with dry rot repairs, exterior concrete balcony repairs, structural damage in roofs and foundations, and various other tasks programmed in the capital fund. Mr. Haines commented that the KPA Group is a Bay Area company that has performed work for numerous public agencies and are definitely the most qualified. Sixteen firms from the HRC list were directly solicited and 6 responses were received. Billing rates were negotiated based on the civil engineer contracted rate. The KPA Group will provide over 350 hours of resident employment, which will be monitored on a monthly basis. Mr. Haines stated that the KPA Group has outgrown the disadvantaged status of a minority owned business, but will be contracting 20% of the work to a local, minority, woman owned firm. Mr. O'Sullivan of the KPA Group was present to address any questions. Furthermore, Mr. Haines stated that the KPA Group had a contract with the SFHA that was under $20,000.

Executive Director Gregg Fortner asked what were the past expenditures for structural engineering. Mr. Haines stated that last year there was a $100,000 contract and about $5,000 was left. Mr. Fortner asked Mr. Haines to explain where the extra $50,000 comes from. Mr. Haines explained that an additional need was established in the capiall fund program.

President Palega asked how many people do 350 hours represent. Mr. Haines answered that Waymond Nichols has identified two students who are particularly interested in the engineering aspect of the work. The goal is to have the students working for an extended period of time at two different firms resulting in a more meaningful work experience. The SFHA is coordinating an internship program between all of the consulting firms. President

Palega then asked if the KPA Group had the $100,000 contract or just a $20,000 contract. Mr. Haines stated that the KPA Group only had a $20,000 contract with the SFHA about four years ago. President Palega asked how the firm previously performed. Mr. Haines replied that they did very good work. President Palega then asked why the SFHA didn't use the KPA Group for the last contract. Mr. Haines stated that they did not apply. President Palega asked Mr. Haines to explain why only three firms were listed when six firms replied. Mr. Haines stated that the six firms were listed on page four, but only the top three were invited to an oral interview.

Vice President Lee moved to approve Resolution No. 5079. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5079 was passed by a unanimous vote.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Eric Utin stated that he was very grateful to Mr. Fortner's staff, especially Beverli Marshall, who took a lot of time to help him resolve issues regarding where he lives. Mr. Utin also commented that Buddy Choy and Charletta Nichols of the Office of Fair Housing had been terrific in helping him deal with some issues. He said that there were some tenants that were conspiring to get him kicked out and the Office of Fair Housing was able to help him. He stated that the Office of Fair Housing is a wonderful creation of the SFHA and Gregg Fortner is doing a great job. Furthermore, when he had a problem with his heating unit, the maintenance team was very responsive and he appreciated it.

13. COMMISSIONER COMMENTS AND REPORTS

President Palega announced that the Commission had a vacancy on the Finance Committee and appointed Commissioner Clark to fill it. President Palega wished all of his colleagues and the staff a happy new year and welcomed Ms. Donna Martin.

Commissioner Gans requested a report on the PHTA Election results at the next meeting. Commissioner Smith requested a Public Safety Committee meeting because she's observed some very undesirable activities, such as gambling on the sidewalks, going on in Plaza East. President Palega asked Ms. Julissa Owens if she had the reports he requested. Ms. Owens affirmed President Palega's question.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Gans moved to adjourn the meeting and Commissioner Smith seconded the motion. President Palega adjourned the regularly scheduled meeting of January 9, 2003 at 6:25 p.m.

Gregg Fortner, Secretary/Executive Director

Sululagi Palega, President

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, JANUARY 23, 2003 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
January 23, 2003

1. ROLL CALL

   Sululagi Palega, Sr., President
   Julie Lee, Vice President
   George R. Brown, Commissioner
   Betty J. Smith, Commissioner
   Andrew J. Clark, Commissioner
   Neola Gans, Commissioner

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2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - January 9, 2003 Regular Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee - Nothing to Report
   Finance Committee – Nothing to Report
   Personnel Committee – Nothing to Report

7. REPORT OF GENERAL COUNSEL

8. TENANT REPRESENTATIVE REPORT:

   City Wide Council - Senior/Disabled
   Public Housing Tenants Association (PHTA)

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9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH FINE LINE CONSTRUCTION TO PROVIDE CONSTRUCTION SERVICES FOR CANTILEVERED CANOPY FRAMING REPAIRS AT CAL 1-18(4), ALICE GRIFFITH, FOR AN AMOUNT NOT-TO-EXCEED $1,477,239.00

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR CONSTRUCTION OF A COMPUTER LEARNING CENTER AT 992 ELLSWORTH STREET, AT CAL 1-16, ALEMANY

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT EIGHT APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)

(D) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH TABERNACLE COMMUNITY DEVELOPMENT CORPORATION IN ORDER TO BEGIN DISCUSSIONS ABOUT PROGRAMS AND FINANCING OPPORTUNITIES FOR LOW INCOME SAN FRANCISCO HOUSEHOLDS, INCLUDING PUBLIC HOUSING, SECTION 8 AND OTHER FAMILIES

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

SAN FRANCISCO HOUSING AUTHORITY

440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: January 8, 2003

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: GREGG FORTNER, SECRETARY/EXECUTIVE DIRECTOR

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH FINE LINE CONSTRUCTION TO PROVIDE CONSTRUCTION SERVICES FOR CANTILEVERED CANOPY FRAMING REPAIRS AT CAL 1-18(4), ALICE GRIFFITH, FOR AN AMOUNT NOT-TO-EXCEED $1,477,239.00.**

OVERVIEW

This resolution authorizes the Executive Director to execute a contract with Fine Line Construction to provide construction services for Cantilevered Canopy Framing Repairs at CAL 1-18(4), ALICE GRIFFITH. The Authority issued Solicitation No: 02-620-IFB-053 on November 4, 2002 following review and approval of the solicitation by the Finance and Procurement Departments.

PROCUREMENT

The procurement process for the action covered by this Resolution meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws.

The Authority advertised for bidders and outreached to potential bidders as follows:

Past Bidders List, Contractors Blue Book & Yellow Pages: The Authority e-mailed, faxed or mailed its "Invitation for Bids" to 127 individual contractors listed in the Authority's Past Bidders List, the Contractors Blue Book and telephone directory yellow pages.

HRC: The Authority e-mailed, faxed or mailed its "Invitation for Bids" to 83 MBE/WBE contractors listed by the San Francisco Human Rights Commission.

Labor Unions: The Authority mailed its "Invitation for Bids" to Stan Warren at the San Francisco Buildings Trade Council and hand delivered a copy to Carpenters Union Local 22.

Newspapers: The Authority publicly advertised its "Invitation for Bids" in the following newspapers:

- Daily Pacific Builder (trade publication) 11/4/02 through 11/15/02
- San Francisco Bay View (African American community) 11/6/02 through 11/13/02
- Sing Tao Daily (Asian American Community) 11/6/02 through 11/15/02

Additional Newspapers: The Authority e-mailed its "Invitation for Bids" to the San Francisco Board of Supervisors office who placed the advertisement in the following community newspapers:

- San Francisco Bay View (African American community),
- El Latino (Hispanic American community),
- El Reportero (Hispanic American community),
- Asian Week (Chinese American community),
- Chinese Times (Chinese American community),
- San Francisco Bay Times (Lesbian/Gay/Bi-sexual/Transgender community),
- San Francisco Spectrum (Lesbian/Gay/Bi-sexual/Transgender community).

Public Agency Websites: The Authority e-mailed its "Invitation for Bids" to the following agencies who placed the advertisement in their website bulletin boards:

- City and County of San Francisco (City Purchasing Department),
- SBA
- Sub-Net
- Bid-Net
- MBDA

Builders Exchanges: The Authority sent its "Invitation for Bids", Plans and Specifications to the following Builders Exchanges, where the documents are available to Contractors for review and bid preparation:

- Dodge Scan/Daily Pacific Builder,
- San Francisco Builders Exchange,
- Peninsula Builders Exchange,
- Builders Exchange of Alameda, County
- Santa Clara Builders Exchange,

- Contra Costa Builders Exchange
- BV2HP Builders Exchange
- MECA Builders Exchange
- Marin Builders Exchange
- Building Exchange of Stockton
- Construction Data Plan Room
- Solano-Napa Builders Exchange
- Building Trades Council

The Authority issued Solicitation No. 02-620-IFB-053 to twenty four (24) potential bidders. At the pre-bid site inspection on November 20,2002, twenty-nine (29) contractors, the Authority's Consultants and Authority staff were present.

The Authority received seven (7) sealed bids for the work, which were publicly opened and read aloud on December 4, 2002. The submitted bids are as follows:

#	BIDDER	BID	MBE/ WBE	25% RES. HIRE	SUBCONTRACT'R	MBE / WBE	SOURCE OF BID AWARE-NESS
1	Seto's Construction **(Bid with-drawn by Contractor)**	$1,345,280.00	Yes	Yes	1. Reliance Construction 2. 101 Roofing 3. Davidson Plaster 4. Doherty Painting 5. Hanson Electrical	No Yes No Yes Yes	Not known
2	Fine Line Construction	$1,477,239.00	Yes	Yes	1. Allen Ricci Roofing 2. NB Drywall 3. RB Construction 4. Monticelli Painting 5. FMI Inc.	No Yes No Yes No	S.F.H.A. direct solicitation
3	Bay Construction	$1,596,830.00	Yes	Yes	1. Davidson Plaster 2. Pacific Environ. 3. Roger Construction	No Yes No	Daily Pacific Builder
4	CDX Builders	$1,638,000.00	No	Yes	1. NB Drywall 2. G. Martin Electric 3. Bayview Environ. 4. Western Roofing	Yes Yes Yes Yes	Website
5	Pioneer Contractors	$1,880,725.00	Yes	Yes	1. Trades Staff Contracting 2.Quantum Environmental	No No	Not known

6	Alten Construction	$1,927,396.00	No	Yes	1. Pioneer Contractors 2. James Island Plaster 3. Harrison Drywall 4. AJS paint & Deco 5. Trade Staff	Yes Yes No No No	Not known
7	Competent Builders Inc.	$1,997,000.00	No	Yes	1. IMR Roofing 2. Davidson Plaster 3. Herbert Construction 4. Billinger Co. 5.Synergy Environmental	Yes No No No No	SFHA invitation

Per HUD-5369 Instructions to Bidders, the contract award is based on the lowest, responsive and responsible bid. Therefore no panel was required to evaluate qualifications of various bidders for selection. Based on the above bids, Seto's Construction, a non-union contractor, is the apparent low bidder. However Seto's Construction proved they made a substantial error in their bid and was granted permission to withdraw. The next lowest bidder, Fine Line Construction, was determined to be the lowest, responsive and responsible bidder. Fine Line Construction's bid is 5.3% over the independent cost estimate.

OBJECTIVES

The objective of the Resolution is to authorize the Executive Director to enter into a contract to repair dry-rotted canopies over dwelling unit rear entry doors, repair subsequent water damage to unit interiors, and install new roofing and flashing at rear canopies to protect the health and safety of residents. Improvements being contracted for include but are not limited to the following Scope of Work:

1. Demolition of existing exterior and interior finishes as required to inspect and repair/replace all cantilevered outriggers, joists, rim joists, blocking, and other components.
2. Repair/replace deteriorated structural wood components.
3. Replace demolished exterior stucco and wood trim with new.
4. Replace demolished interior gypsum wallboard and wood trim with new.
5. Install new roofing and flashing at canopies.
6. Repaint affected areas to match existing.

PRESENT SITUATION

Alice Griffith, constructed in 1962, is a wood frame family housing development containing 254 units in two story buildings. The canopies above rear entry doors at all units are dry-rotted and in need of repair.

In September 2001, the Authority entered into contracts to repair and re-roof all dry rotted canopies and to re-roof all buildings. During reconstruction of the canopies the extent of dry rot damage to the canopies, interior ceiling framing and adjacent walls was revealed. The dry rot was so extensive that the scope of work was limited to the reconstruction and re-roofing of all

front entry canopies and surrounding areas in order to stay within the contract and budget amounts. Repair to the rear entry canopies and their re-roofing was deleted from the scope of work to be re-bid at a later date. Re-roofing of the buildings and repair of the front canopies was completed.

ANTICIPATED OUTCOMES
Repair of the deteriorated framing is needed for the life-safety of residents. The framing repair of the canopies is necessary to complete the work started last year, and to protect the rear door and window openings. Fine Line Construction will provide a two-year guarantee for materials and workmanship, in compliance with Authority standards.

WHO BENEFITS
Public housing residents will benefit from improved living conditions. The capital improvements will also benefit the Authority's real property assets and add to the longevity of the structures. The project will also provide employment for public housing residents under the resident hiring requirements.

BUDGET CONSIDERATIONS
The Cantilevered Canopy Framing Repair work is funded in the Year 2001 Capital Fund Program budget. The low bid is 5.3% more than the independent cost estimate but within the budgeted amount.

RESIDENT EMPLOYMENT
Fine Line Construction is committed to exceeding the 25 percent resident hiring goal on this job. At least four of the 15 craft and administrative positions will be SFHA public housing residents.

MBE/WBE STATUS
Fine Line Construction is an MBE/WBE Contractor who will subcontract to five (5) subcontractors, two of which are MBE/WBE. The contractor is union and will comply with the hiring requirements of the SFHA/Building and Construction Trades Council MOU.

RECOMMENDATION
Staff recommends adoption of the Resolution.

(Prepared by Basil Nicolaou, and Bob Dahlstrom)

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH FINE LINE CONSTRUCTION TO PROVIDE CONSTRUCTION SERVICES FOR CANTILEVERED CANOPY FRAMING REPAIRS AT CAL 1-18(4), ALICE GRIFFITH FOR AN AMOUNT NOT-TO-EXCEED $1,477,239.00.

WHEREAS, the San Francisco Housing Authority (Authority) received six (6) acceptable bids for Cantilevered Canopy Framing Repairs at CAL 1-18(4), Alice Griffith; and

WHEREAS, Fine Line Construction submitted the lowest responsive and responsible bid of $1,477,239.00 to provide construction services for Cantilevered Canopy Framing Repairs at CAL 1-18(4), Alice Griffith; and

WHEREAS, these services are necessary to protect the health and welfare of residents and to preserve the Authority's housing stock; and

WHEREAS, the Department of Housing and Urban Development (HUD) has funded the Authority under the 2001 CFP (711) program to provide these construction services at CAL 1-18(4), Alice Griffith; and

WHEREAS, the procurement process for this contract meets the procurement standards of 24 CFR 85.36 "Procurement", HUD Handbook 7460.8 REV 1 "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities", the San Francisco Housing Authority Procurement Policy Manual and the State of California and local laws; and

WHEREAS, all additional relevant documents submitted by the bidder have been reviewed and found to be in order:

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to enter into a contract with Fine Line Construction for Construction Services for the Cantilevered Canopy Framing Repairs at CAL 1-18(4), Alice Griffith, in an amount not-to-exceed $1,477,239.00.

2. This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Mart
DONNA MARTIN
Managing Attorney

Date: 1/14/03

REVIEWED BY:

GREGG FORTNER
Executive Director

Date: 1/17/03

B

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street, San Francisco CA 94102, 415-554-1200

DATE: January 23, 2003

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: Gregg Fortner, Executive Director

RE: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR CONSTRUCTION OF A COMPUTER LEARNING CENTER AT 992 ELLSWORTH STREET, AT CAL 1-16, ALEMANY.**

OVERVIEW

Every year the Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issues a Request for Proposals for the Community Development Block Grant (CDBG) and Emergency Shelters Grant (ESG) Programs. As part of Mayor Brown's vision and leadership, this economic activity is expressly directed to strengthening the economic and social health of lower-income neighborhoods and ensuring that economically disadvantaged persons or communities are provided real opportunities for participation and advancement.

The attached application targets specific criteria established for the proposals, including:

- **Preservation of existing and the development of new affordable neighborhood facilities**
  Activities that result in preserving and/or expanding facilities that provide vital services to lower income residents.
- **Neighborhood and community stabilization**
  Activities that promote the development of healthy neighborhoods such as family self-sufficiency, the preparation of economically disadvantaged individuals for employment, the

strengthening and support of community development organizations, and other related activities.

The attached application were developed in a decision making process based on resident input and agency input as follows:

- **Resident Input:** The resident responses to the CFP Evaluation and Review, which also complied with the CDBG funding criteria, and a recent survey conducted by resident leaders and tenants representatives at the Alemany Development, provided the basis for the CDBG Application. The attached application responds to specific resident concerns and requests.

- **Agency Input:** The applications are also based on input from Customer service, Social Services, Maintenance, and Modernization, especially where they coincide with and supplement resident requests.

The total sum of the funding requests is $200,000.00.

PROCUREMENT
Not Applicable

OBJECTIVES
In submitting this application, the Authority intends to improve the quality of life of residents by addressing the need for technological education and by providing classes in a computer-learning center in a fully renovated, accessible facility.

PRESENT SITUATION.
The Computer Learning Center is temporarily located in the Childcare Center Facility at 953 Ellsworth Street. In order to reinstate the much-needed childcare services, the Computer Learning Center will be relocated to 992 Ellsworth, a vacant four bedroom fully accessible unit. The unit will be redesigned to suit the specific needs of the program.

ANTICIPATED OUTCOMES
If the CDBG proposal is funded, the anticipated outcomes are as follows:

- New utilization of space providing vital services to low and moderate-income residents.
- An increase in the number of accessible community facilities to provide improved services to persons with disabilities.
- Compliance with Federal, State and City accessibility codes reducing the Authority's liability exposure.
- Involvement of residents in training and employment

WHO BENEFITS
Public housing residents will benefit from employment opportunities, economic development opportunities and reactivation of the childcare center programs. Families, seniors and disabled will benefit from accessible learning center facility. The neighborhood and City will benefit from improved developments.

BUDGET CONSIDERATIONS
For existing facilities rehabilitation: for CDBG grants of $100,000 or more, applicants must provide at least 15% of project costs by the beginning of construction or funds to pay for all architectural/engineering services and related pre-construction expenses. The Housing Authority will fund the A/E consultant services and related pre-construction expenses, which funds are included in the 2002 Capital Fund Program budget.

RESIDENT EMPLOYMENT
The Authority will procure a contractor that will be subject to HUD's Section 3 requirements and the Authority's requirement that residents perform a minimum of 25% of the work.

MBE/WBE STATUS
Contractors will be subject to the Authority's Affirmative Action Policies.

RECOMMENDATION
I recommend adoption of the Resolution.

(Materials Prepared by: Barbara Smith, Bob Dahlstrom and Alicia Sisca – Housing Development and Modernization Department)

RESOLUTION NO. _____
DATE ADOPTED_____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR CONSTRUCTION OF A COMPUTER LEARNING CENTER AT 992 ELLSWORTH STREET, AT CAL 1-16, ALEMANY.

WHEREAS, the Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issued a Request for Proposals for the 2003 Community Development Block Grant (CDBG) and Emergency Shelters Grant (ESG) Programs; and

WHEREAS, the Housing Authority of the City and County of San Francisco ("the Authority") has reviewed the application material and understands the recurring issues in the City such as the need for security, disability access, employment and training programs for low income residents of public housing; and

WHEREAS, the Authority has reviewed the Citizens Committee on Community Development (CCCD) findings and recognizes that the proposed application for the Construction of a Computer Learning Center, at 992 Ellsworth Street, meet some of the needs of the surveyed neighborhoods; and

WHEREAS, the Authority has prepared the application based on the input of residents, Customer Service, Maintenance, and Housing Development and Modernization; and

WHEREAS, the submitted application requires the authorization of the Board of Commissioners and the signature from the Executive Director and the President of the Authority's Board of Commissioners; and

WHEREAS, the deadline for the applications is January 22, 2002 and the Authority has received permission to submit the signature page on January 24, 2003.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to execute and submit applications to the Mayor' Office of Community Development for the year 2003 Community Development Block Grant (CDBG) funding for Construction of a Computer Learning Center at the existing facility located at 992 Ellsworth Street, at CAL 1,16, Alemany.

2. The President of the Board of Commissioners is authorized to execute the Application on behalf of the Board of Commissioners.

3. The Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin, Managing Attorney

1-14-03
Date

REVIEWED BY:

Gregg Fortner, Executive Director

1/17/2003
Date

(Materials Prepared by: Barbara Smith, Bob Dahlstrom and Alicia Sisca – Housing Development and Modernization Department)

A. PRELIMINARY INFORMATION

Organization Name: SAN FRANCISCO HOUSING AUTHORITY

Street Address: 440 TURK STREET San Francisco, CA 94102-3330

Main Telephone: 415-554-1296 Fax: 415-241-1029 Website Address: www.sfha.org

Project Location(if different): 992 Ellsworth Street San Francisco, CA 94110-5935

Executive Director: Gregg Fortner Phone: 415-554-1296 x ____ E-mail: fortnerg@sfha.org

Board President: Sululagi Palega, Sr. Phone: 415-554-1287 x ____ E-mail: _____

Contact Person: Alicia Sisca Phone: 415-715-3265 x ____ E-mail: siscaa@sfha.org

1. Check the box below that corresponds with the program activity of this proposal. **Check only one.** (See Section III in the preceding Information Packet for a description of each program activity.)

Economic Development ____	Existing Facilities Rehabilitation ✓	Emergency Shelter Program ____
Housing Program Admin ____	Micro-Enterprise Assistance ____	New Facilities Development ____
Planning and Capacity Building ____	Public Services ____	Public Space Improvements ____

(MOCD will reclassify proposals that are incorrectly classified under another program area.)

2. Amount requested: $_____ Total Program/Construction Budget: $ _____
   Total Organizational Budget: Operating Subsidy for 6000 Public Housing Units $ 174,957,852

3. Provide a brief summary of the proposed program/project in the space provided.

Rehabilitation of an existing facility to fit a Computer Learning Center

4. **I certify that the information in this application is true.**

Gregg Fortner _____ 1/23/03
Executive Director (Print Name) Signature of Executive Director Date

5. **I certify that the Board of Directors has approved the submission of this application:**

Sululagi Palega, Sr. _____ 1/23/03
Board President (Print Name) Signature of Board President Date

6. Which priority objective does your proposal address? (check only one):

- ☐ a) Preservation of existing or the development of new affordable housing
- ☒ b) Preservation of existing or the development of new neighborhood facilities
- ☐ c) Creation, retention or expansion of small businesses and economic development
- ☐ d) Neighborhood/community stabilization (this is the category that applies to current non-housing or economic development grants)

7. Previous CDBG/ESG funding received for this program (not the organization):

2000 $ _____ 2001 $ _____ 2002 $ _____

8. MOCD expects organizations to leverage other funds. List other funders from whom you have or plan to seek funding for this proposed program or project.

Funder	Date Submitted	Requested Amount	Status of Request
SFHA through CFP	7/15/02	????????????????	Approved

9. For new Public Services requests or existing Public Services grantees requesting increased funding: Check the category that best describes the nature of your proposal:

____ Program targets out of school, unemployed or underemployed youth ages 18-25, particularly those youth leaving foster care

____ Program builds cultural and language capacity into existing programs to more effectively address the needs of underserved language populations in existing service areas. Please indicate proposed neighborhood(s) and languages/ethnicity. _____

_____

____ Program that clearly identifies and responds to critical service gaps or new needs not eligible under other funding streams. Please identify the specific service gap/new need: _____

_____

_____ In collaboration with one or more local organizations, program expands services to underserved geographic neighborhood. Please identify the underserved neighborhood: _____

_____ This organization is applying as a neighborhood center

10. For all applicants, please respond to the following program and physical accessibility questions:

a. What was the last date an agency representative attended an ADA training dealing with programmatic access issues? Who coordinated or requested the training?

June 2002

b. What was the last date an agency representative attended an ADA training dealing with physical access issues? Who coordinated or requested the training?
June 2002 – MOCD/MOD

c. What was the last date an accessibility survey was completed for the program or for the facility for which you are currently requesting funding? Who conducted or requested the survey?

NO SURVEYS WERE CONDUCTED FOR THIS FACILITY.

d. Were there any findings in which your program was not in compliance with the ADA requirements? If so, what was the finding and how has it been resolved?

e. Has your agency received any complaints regarding ADA compliance during the past year? If so, what was the nature of the complaint and how has it been resolved?

NO COMPLAINTS HAVE BEEN RECEIVED DURING THE PAST YEAR

B. ORGANIZATIONAL BACKGROUND

Please provide the following organizational information. **(2 page limit)** This information will be used to determine the organization's experience and capacity to successfully achieve the proposal's desired outcomes. The information provided must include:

1. Organization's mission statement

2. History, including types of services provided/activities conducted, CDBG track record and accomplishments (If applicable, please detail if you have met, exceeded, or been unable to meet MOCD work plan goals in the current and prior program years.)

3. Neighborhood involvement beyond the specific services of the organization (such as neighborhood collaborator, convenor, supporter of other events/services, provide space for other organizations/events)

The San Francisco Housing Authority currently manages some 6,000 units of public housing in over 48 developments located throughout the city. The 16th largest agency in the nation, it provides over 25 thousand low-income residents with affordable housing, with more than 2,200 of the residents being seniors and disabled citizens. Approximately one-half of our public housing residents are African-Americans. About one-fifth are Asian-Americans and approximately one-fourth are 55 years or older.
Due to the 98% plus occupancy rate in public housing, residents often must wait for up to three years to obtain either Section 8 (leased housing) or a public housing apartment.

The Housing Authority Today
Of the 25,143 residents who live in units managed by the SFHA, about one-half are children under the age of 17. Single parents head over half of SFHA families. In developments under the agency's drug elimination program, the figure runs to 80 per cent. The average income of SFHA families is under $11,000 a year. Residents pay 30 per cent of their income for their apartments, on average $223 per month. The remainder comes from federal and state subsidies.

The Leased Housing Program
In addition to managing nearly 6,000 units of conventional housing, the Authority administers over 6,200 units of Leased (Section 8) housing in the City and County of San Francisco. The Section 8 program expands opportunities for rental assistance to low income families by utilizing existing housing units that are privately owned, thereby meeting the individual needs of families by offering them freedom of choice in finding a unit suitable to their needs and desires. Tenants pay a portion of their income towards rent and the SFHA pays the balance directly to the landlord.

Building for the Future - HOPE VI
Under the HOPE VI program funded by the Department of Housing and Urban Development (HUD), the San Francisco Housing Authority is in the middle of a massive program to renovate and rebuild a series of dilapidated housing developments. This $270 million program will result in 945 new public housing units and 653 affordable units for low-income San Franciscans.
The first of these developments, Hayes Valley, was completed in 1999. This fall, residents will move into units in the new Bernal Dwellings Development. Groundbreaking for the Plaza East Development in the Western Addition took place in July 2000. Demolition of the 50 year-old North Beach Development was completed on 2002 and reconstruction of a new development started. Not long afterwards, work will begin on the reconstruction of Valencia Gardens in San Francisco's Mission District.

Rehabilitating Our Housing
The SFHA is also in the process of rehabilitating the "**Big Four**" family developments. **Sunnydale**, **Potrero Terrace**, **Alice Griffith**, and **Hunter's Point** have undergone significant renovation and maintenance has also been greatly improved. The San Francisco Housing Authority directors and staff have implemented a comprehensive plan

of physical, social and maintenance programs for each housing complex. This work is being done in consultation with elected leaders at each site. Whenever possible, residents also assist in the program's implementation.

Social Services

San Francisco Housing Authority Social Services is a collaborative effort to use community-based initiatives to help public housing residents take advantage of programs that are available in the Bay Area. Among these are welfare to work initiatives designed to train and employ public housing residents. These have been established in conjunction with city government, community-based social service organizations, and labor unions.

Over 2400 residents are now employed in public or private sector jobs, or are participating in job training programs.

The Youth Apprenticeship Program trains residents in the skills they will need to find jobs in the building trades. This has been accomplished thanks to the cooperation and support of several major craft unions.

Computer Learning Centers

The Authority has opened 10 **Computer Learning Centers** to train residents in skills essential to the modern workplace. Nearly a million dollars in independent funding has been raised to buy computers, pay staff and set up tutorial programs throughout our developments. Partnerships have been established with the mayor's office, with educational institutions, equipment manufacturers and training groups and foundations to make this program work.

San Francisco Housing Authority's Board of Commissioners developed a comprehensive plan for a continuum of employment and related work development activities.

The SFHA administration has taken bold steps to engage those who have been left out of the traditional job market through a full range of employment opportunities for its residents. This strategy is tied to linking people back to their leases and their family roles and responsibilities.

C. PROGRAM DESCRIPTION

1. Please describe the proposed program or project, particularly the portion to be funded by CDBG. Please include information on the community need(s) to be addressed and how you intend to meet those needs. Also indicate the desired outcome or final work product. Be sure to delineate your outreach and service delivery methodologies. *If you are applying for an ED or MEA grant, please refer to key performance criteria listed on page 10 for ED/MEA before completing this section.* **(3 page limit)**

The Alemany public housing community is geographically isolated in the city's Southeast sector and is overwhelmingly populated by many of the city's lowest income earning citizen's. When most people think of San Francisco, they visualize the majestic Golden Gate Bridge, bustling Chinatown, chic downtown clothing stores, and our colorful old Victorian homes. The don't imagine the rough, scarred neighborhoods where people live below the national poverty line in on of the most expensive cities in the world.

The San Francisco Housing Authority (SFHA) currently manages some 6,000 units of public housing with over 48 communities located throughout the city. San Francisco Housing Authority developments serve over 25 thousand low-income residents, of which nearly half are single parent households with children under the age of 17. Approximately one-half of the public housing residents are African-Americans. About one-fifth are Asian Americans and approximately one-fourth are 55 years or older. Data from poverty and race indicators from the 2000 census reveal that African Americans made up only 7.8% of the city's population, yet represented nearly 20% of the population living in poverty. The primary goal of the SFHA is to continue to provide housing for these very low-income households while improving housing and economic opportunities for residents by maintaining a high standard of property management, fiscal discipline and enriched service delivery.

Unfortunately, this community did not directly benefit from the prosperous California technology boom, as did many other San Francisco Bay area communities. Now more than ever, with the economic slow down in San Francisco bay, public housing residents feel the inequity of job opportunities as competition for entry-level jobs intensity.

San Francisco continues to be a culturally and racially diverse place. Though the 1990 census revealed that all "minority" ethnic groups combined actually represented a majority iof the city's residents, 200 marks the first time in modern history that no single racial group alone constitutes a majority of the population. Although a robust economy has generated considerable wealth and opportunity for many across the San Francisco Bay Region, many city residents have not shared these economic gains, and over 26% of San Francisco households still earn less than the region's median income. Many of the residents targeted in this proposal fall well below this mark. In fact, one of the goals of this project is to help prepare residents below the poverty level reach median income levels, to benefit from the significant projected employment gains in the San Francisco region. The Association of Bay Area Governments projects that between 2000 and 2010 an additional 38,490 new jobs will be created, many of these jobs will be in the service sector, which makes employment entry for the participants with limited education and employment experience less competitive.

In the "Voices of Hope" Survey: In 1998 and 1999, members of the community and local leaders shared their thoughts and visions for the community. Yhis survey now titled the "Voices of Hope – Dreams of a Community: A Dialogue in Progress," provides further insight on the assessment of community needs, perceptions and concern about the economic vitality of low-income communities in San Francisco. The following are excerpts from this document as it related to the revitalization of a community.

- "We need a strong economic base that is community-generated and family oriented"
- "We need jobs and more job training opportunities for people living below poverty...."
- "Black people are being left out of technology – our communities don't have fiber optic; we don't have access to the Internet. How are we going to develop black business with out technology?"

The Alemany Computer Learning/Education Center will provide an outlet for the culmination of many community-led improvements. It is our hope that the Learning Center will engender a great deal of community dialog, small business exploration, and life planning among residents of all ages. The ultimate goal is to move people from inactivity to full participation into our educational and training institutions as well as enhance their ability to compete for jobs paying a living wage.

In preparing for the development of the Alemany Computer Learning/Education Center, we conducted a focus group to determine what has worked, what hasn't, and the ways in whic the pilot program has affected them. All participants in the focus group responded with great enthusiasm. Several indicated that they had taken a computer class before but hadn't learned anything because it was too hard and too abstract. In contract, they have found this course to be "easy" because of the hands-on opportunities for learning-yet it has also challenged them. As one participant stated, "It makes me work. It makes me think. It makes me use my mind." Another participant noted that learning Excel has helped her see that math isn't so hard-she has decided to enroll in a math course at CCSF, in addition to Black History and American Sign Language. This same participant indicated that she wants to design her own web site to teach American Sign Language. A number of other participants also indicated that they plann to take more classes, ranging from Computer Science to English. Most also noted that this program has given them the skills they need to find employment until now, their lack of computer skills has been their primary barrier. Many described how the skills that they have gained in class also translate into their personal livers. For example, one woman now uses Excel at home for budgeting; others use their word processing skills to design flyers for community organizations in which they are involved. The focus group response clearly indicates that this program makes a difference in participants' lives.

The Alemany Computer Learning/Educaton Center is designed to increase economic opportunities for residents by providing immediate access to computer technology, workplace readiness training, exploration of micro-business enterprise through self-employment, and academic enrichment for school age children.

We offer a 14-week computer seminar, which includes introduction to computers and application, an on-line course using the Internet, and a final component where students build their own computers for job search, skill enhancement, educational attainments and micro-business enterprise. We plan to serve over 200 residents over a two-year period, including youth who will also participate in the after school and summer programs co-located in the center.

Activities include the following: (1) information meetings for outreach and student recruitment; (2) providing participants with initial assessment for education and work related skills; (3) training the participants in the use and application of the Internet, word processing and spreadsheet software; (4) developing and offering on-line courses for participants that foster skills in taking online courses and using the Internet; (5) system building maintenance and care; (6) supporting residents in identifying next-step opportunities to apply their skills (whether through career centers, employment or business development services); (7) after school tutorial programming focusing on enhanced learning in reading literacy, mathematics and science; (8) providing on-line information and referral tools as a catalyst to foster good health and family wellness.

The Learning Center will offer a host of on-site self-sufficiency links, workshops and career orientations. These activities are designed to aid participants in achieving the academic and/or vocational characteristics for successful placement in the workplace. Partners in this application will provide monthly workshops to augment the ongoing training opportunities. They will include an orientation to the community college, employment preparation and search techniques, professional development and skill preparation on effective workplace communication.

2. Program staffing, including qualifications of staff to carry out program:

   Our trained staff at SFHA is qualified to carry out the responsibilities of the program including organization and implementation, as well as working with the residents and acquiring resident feedback. The primary staff for this program is as follows:
   - Barbara Smith, Housing Development and Modernization Department Administrator
   - Bob Dahlstrom, Acting Deputy Administrator
   - Alicia Sisca, Senior Project Manager
   - Jasmine Kuo, Project Manager

3. Location of services:
   992 Ellsworth Street, San Francisco, CA 94110-5937

4. For capital projects, (1) describe the expanded or new services that will be provided as a result of the physical improvements and the number of persons to be served; and (2) provide a detailed schedule for implementation (design services, permit, bidding, construction start and completion, etc.)

Please do not forget to refer to the **Application Checklist** for additional Schedules to complete.

D. BENEFICIARY INFORMATION

CDBG programs must principally benefit lower income persons. (At least 51% of program beneficiaries must have household incomes less than 80% of the area median family income.) Please refer to the table below. In 2002, because the need for assistance is greatest at the lower end of the income scale, MOCD continues to encourage grantees to increase the share of their clients who are of extremely low income and/or very low income.

1. Project the percentages of clients income limits for the proposed activity using the table below:

	Income Limits By Household Size (Persons)								Proposed
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	
Extremely Low	$21,400	$24,450	$27,500	$30,550	$33,000	$35,450	$37,850	$40,300	100%
Very Low	$35,650	$40,700	$45,800	$50,900	$54,950	$59,050	$63,100	$67,200	____%
Low	$57,000	$65,150	$73,300	$81,450	$87,950	$94,450	$101,000	$107,500	____%
Above Low	>$57,000	>$65,150	>$73,300	>$81,450	>$87,950	>$94,450	>$101,000	>$107,500	____%
								Total	100%

Note: HUD is expected to issue new income limits in 2003.

2. The CDBG program focuses on the most severely distressed neighborhoods. Programs should therefore be based in and primarily benefit lower income residents of such neighborhoods. Identify the neighborhood(s) to be served by your program and indicate the percentage of total program activity directed at each. (The table should total 100%.)

Bayview/Hunter's Point	_____%	South of Market	_____%
Bernal Heights/Outer Mission	_____%	Sunset	_____%
Chinatown/North Beach	_____%	Tenderloin	_____%
Excelsior/Outer Mission	100%	Treasure Island	_____%
Mission	_____%	Visitacion Valley	_____%
Ocean/Merced/Ingleside (OMI)	_____%	Western Addition	_____%
Potrero Hill	_____%	Other: _____	_____%
Richmond	_____%	Other: _____	_____%

3. For Public Space Improvements or other projects that do not directly benefit individuals, if your proposed program benefits an entire neighborhood or area (whose population is predominately lower income) identify the Census Tract #_____, Block Group #_____, and percentage low/moderate income _____%. If unsure, please call Diana Hsu at 252-3106.

E. EVALUATION

Not for Capital or Planning Projects

(1) Describe how you evaluate the success of your program, including mechanisms for your target population to evaluate the program. (2) If you are applying for a program not currently funded by CDBG, please provide samples of your evaluation tools. **(2 page limit)**

Annually, we submit comment forms to the residents of public housing requesting their evaluation of the facilities and the services being provided through CFP and other grants. Staff then evaluates this information and an implementation plan is prepared in the next three months. The outcome is then measured by the clients' satisfaction and feedback. Besides the current housing quality-standards being repaired, the need for security and playground and seating areas are one of the most requested issues to be addressed by the SFHA.

F. BOARD OF DIRECTORS

1. List your Board of Directors:

Name	Residence (S.F. Neighborhood or Other City)	Affiliation/Occupation
Sululagi Palega, Sr., President	Bay View, San Francisco	Employed
Julie Lee, Vice President	Sunset, San Francisco	Employed
George R. Brown, Commissioner	Ingleside, San Francisco	Employed
Betty J. Smith, Commissioner	Western Addition, San Francisco	Retired
Andrew J. Clark, Commissioner	West Portal	Employed
Neola Gans, Commissioner	Bernal Heights	Employed

2. Number of Board members required by your by-laws: 7
   Total number of current Board members: 6

3. Complete the following table for your Board of Directors:

Category	#		Category	#
Residents of Neighborhood Served	5		Present/Former Program Beneficiaries	5
Ethnic/Racial Minority Persons	6		Women	
Present/former lower income persons	6		Lesbian, Gay, Bisexual, Transgender *	
Disabled				
Number of board members required under by-laws	7			

* Please count those that openly identify as lesbian, gay, bisexual or transgender.

G. ADDITIONAL CONSIDERATIONS

This section is required for new applicants/programs (not CDBG-funded in 2002) (2 page limit)

MOCD recognizes the following elements to be common among programs that provide high value for our CDBG investment. Please indicate how your organization/program attains the following:

- Involvement in formal collaboratives or contribution to a coordinated system of readily accessible and comprehensive services; relationships and linkages between the proposed activity and other programs and agencies to ensure clients have access to a full range of necessary services;
- Efforts to increase direct services to the very and extremely low income;
- Involvement/recruitment of lower income neighborhood residents/needs population on the Board of Directors, in program design and/or evaluation, staff, etc.;
- Participation in neighborhood or strategic planning efforts;
- Proposed program addresses need(s) identified in neighborhood or other strategic plans.

NOT APPLICABLE

H. FORMS

Please refer to the Application Checklist to determine which Schedules must be completed. If you have any questions, contact MOCD staff listed in Section VI of Information Packet.

- Schedule 1: Work Plan Outline
- Schedule 2: Currently Funded Grantees Requesting Funding
- Schedule A: Part 1: 2003 Program Budget
  Part 2: Total Organizational Funding
- Schedule B: 2003 Program Budget Worksheet
- Schedule C-1: Capital Improvement Scope of Work and Budget Estimates
- Schedule C-2: Capital Improvement Detailed Cost Estimate Worksheet
- Schedule D: Public Space Improvement Program Detail
- Schedule E: Public Space Improvement Budget Detail
- Schedule G: Photographs of Proposed Improvement Site
- Schedule F: Public Access to Records and Meetings of Nonprofit Organizations (Chapter 12L San Francisco Administrative Code)

Schedule C-1: Capital Improvement Scope of Work and Budget Estimates

Building or Project Name: _____

Project Address: _____ **Owner of Building:** _____

Amount of monthly rent or mortgage: $_____ **Submit copy of lease** _____ **or proof of ownership (deed/tax bill)** _____

Facility/Site Size: _____ **Sq. Ft.** **Number of Stories:** _____	**Is floor/site plan or sketch attached? Yes** ___ **No** ___ **What** _____	**Is site analysis or inspection report attached? Yes** ___ **No** ___ **Report Title** _____

A. Line Item	B. Identify Problems/Deficiencies by Locations	C. Proposed Improvements	D. Estimated Cost	E. Programs Benefiting	F. # of Users (daily or annually)
A.					
B.					
C.					
D.					
E.					

Estimate prepared by:

_____

Estimator telephone:

_____

Proposed CDBG Construction only Budget $_____

Proposed CDBG Architectural/Engineering Budget $_____ (not available for New Facility Development)

Total Proposed CDBG Budget $_____ (must be the same as on 1st page of Application)

Total Capital Project Costs $_____ (site acquisition, design services, survey, etc.)

- Make additional copies of this sheet as necessary and number the pages
- Attach photographs mounted onto **Schedule G** if needed to describe the deficiencies
- Please elaborate on each line item in **Schedule C-2**

Schedule C-2: Capital Improvement Detailed Cost Estimate Worksheet

Building or Project Name: _____

ITEM [1]	QUANTITY[2]	UNIT[3]	DESCRIPTION[4]	UNIT PRICE[5]	SUBTOTAL

[1] Elaborate on the scope of work in Schedule C-1 with additional details in corresponding line items
[2] Quantity of the order of magnitude of the scope of work
[3] Quantitative unit description, i.e., square feet, linear feet, lump sum
[4] Use standard architectural division details to describe the elaborated scope of work
[5] Unit cost if available, i.e., cost/unit of measurement, including general conditions and contractors overhead and profit

Schedule G: Photographs of Proposed Improvement Site

2003 Public Space Improvement and Capital Programs Only

Site Address: **992 Ellsworth Street, San Francisco, CA 94110**

Please provide two photographs that best show the areas of proposed improvements

C

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street, San Francisco CA 94102, 415-554-1200

DATE: January 23, 2003

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: Gregg Fortner, Executive Director

RE: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT EIGHT APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)**

OVERVIEW

This Resolution authorizes the Executive Director to execute and submit eight (8) applications for Community Development Block Grant (CDBG) funds in partnership with the San Francisco Conservation Corps. The applications are for outdoor community space improvements for seniors and disabled, and installation of playground equipment at one family development.

Every year the Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issues a Request for Proposals for the Community Development Block Grant (CDBG) and Emergency Shelters Grant (ESG) Programs. As part of Mayor Brown's vision and leadership, this economic activity is expressly directed to strengthening the economic and social health of lower-income neighborhoods and ensuring that economically disadvantaged persons or communities are provided real opportunities for participation and advancement.

The applications target specific criteria established in the Request for Proposals, including public open space improvements and disability access improvements.

The funding request is $37,600.00 per site for outdoor community space at senior buildings and $70,000.00 for installation of playground equipment. If all projects are funded, the total will be $333,200.00.

The San Francisco Conservation Corps, if funded by the Mayor's Office of Community Development, will perform the work.

The applications were developed in a decision making process based on resident input, agency input and outside community organizations input as follows:

- Resident Input: The resident responses to the CFP Evaluation and Review, which also complied with the CDBG funding criteria, provided the basis for the CDBG Applications. All the attached applications respond to specific resident concerns and requests.

- Agency Input: The applications are also based on input from Customer service, Social Services, Maintenance, and Modernization and Construction, especially where they coincide with and supplement resident requests.

PROCUREMENT
Not applicable.

OBJECTIVES
In submitting these applications, the Authority intends to improve the quality of life of children, senior and disabled residents, by upgrading outdoor recreation areas, which includes providing disabled access to outdoor furnishings.

PRESENT SITUATION
Applications through the SFCC address the needs of families, seniors and disabled.

- **Seniors:** Outdoor recreation and community space improvements at seven senior buildings include planters, barbecues, furnishings and umbrellas, and outdoor board games to provide seniors with requested outdoor improvements. All facilities will be accessible to persons with disabilities. The outdoor community space improvements will become part of the improved landscape at various newly modernized senior developments. The outdoor improvements at these sites will provide much needed gathering and recreational activities for senior citizens.

- **Families:** Playground equipment and soft rubberized play surfacing have been included for one play area. This application supplements the four playgrounds funded last year through CDBG. The construction of a new playground will either replace or provide new facilities for children in public housing residential developments to play in safe, decent and secure facilities that will be built to comply with all accessibility codes and regulations.

Following is a list of the proposed locations:

#	DEVELOPMENT	PROJECT
1	491 31st Ave.	Outdoor community space improvement
2	345 Arguello Street	Outdoor community space improvement
3	430 Turk Street	Outdoor community space improvement
4	990 Pacific Ave.	Outdoor community space improvement
5	462 Duboce Street	Outdoor community space improvement
6	939 Eddy Street	Outdoor community space improvement
7	951 Eddy Street	Outdoor community space improvement
8	Hunter's Point A West Between units 1080-1096 Palou Ave. and units 1065-1077 Oakdale Ave.	New Playground Equipment

ANTICIPATED OUTCOMES
If the CDBG proposal is funded, the anticipated outcome is as follows:

- Provision for outdoor community gathering and recreational space for family and senior developments.
- Involvement of residents in training and employment.

WHO BENEFITS
Public housing residents will benefit from improved recreational facilities for seniors and persons with disabilities, employment opportunities and economic development opportunities. The neighborhood and City will benefit from better quality educational and recreational opportunities, safer and more attractive public housing developments, and the knowledge that this is a lasting financial investment.

BUDGET CONSIDERATIONS
No matching funds are needed for these projects that will be totally funded through the San Francisco Conservation Corps granted moneys from CDBG.

RESIDENT EMPLOYMENT
If the CDBG proposals are funded, the San Francisco Conservation Corps will work with residents to design the playgrounds and the senior outdoor community spaces, and train and employ residents during the construction of the facilities.

MBE/WBE STATUS
Not applicable.

RECOMMENDATION
I recommend adoption of the Resolution.

(Materials Prepared by: Barbara Smith, Bob Dahlstrom, and Alicia Sisca, Housing Development and Modernization Department)

RESOLUTION NO. _____
DATE ADOPTED_____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT EIGHT APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)

WHEREAS, the Mayor's Office of Community Development (MOCD), in partnership with the Mayor's Office of Housing (MOH), issued a Request for Proposals for the 2003 Community Development Block Grant (CDBG) and Emergency Shelters Grant (ESG) Programs; and

WHEREAS, the Housing Authority of the City and County of San Francisco ("the Authority") has reviewed the application material and understands the recurring issues in the City such as the need for desirable support services for families and senior residents of public housing; and

WHEREAS, the Authority has reviewed the Citizens Committee on Community Development (CCCD) findings and recognizes that the proposed applications for the eight (8) outdoor community space improvements for family and senior developments will meet some of the needs of the surveyed neighborhoods; and

WHEREAS, the Authority has prepared the applications based on the input of residents, Customer Service, Maintenance, Social Services, and Modernization and Construction; and

WHEREAS, this yearly program encourages partnerships with an organization that can provide these services and provide training and employment for residents of public housing, and the Authority has chosen to work with the San Francisco Conservation Corps (SFCC); and

WHEREAS, SFCC has consistently proved to provide high quality services and training, employment and employment retention programs for residents of public housing; and

WHEREAS, the deadline for the applications is January 22, 2003 and the Authority has received permission to submit the signature page on January 24, 2003.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Executive Director is authorized to execute and submit eight applications for the Year 2002 Community Development Block Grant (CDBG) Funding for eight (8) outdoor community space improvements for family and senior developments in partnership with the San Francisco Conservation Corps.

2. The President of the Board of Commissioners is authorized to execute the Applications on behalf of the Board of Commissioners.

3. The Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin, Managing Attorney

1-14-03
Date

REVIEWED BY:

Gregg Fortner, Executive Director

1/17/2003
Date

(Material prepared by B. Smith, R. Dahlstrom, and A. Sisca – Housing Development and Modernization)

2003 CDBG/ESG APPLICATION

A. PRELIMINARY INFORMATION

Organization Name: SAN FRANCISCO HOUSING AUTHORITY

Street Address: 440 TURK STREET San Francisco, CA 94102-3330

Main Telephone: 415-554-1296 Fax: 415-241-1029 Website Address: www.sfha.org

Project Location(if different): 939 Eddy Street San Francisco, CA 94109-7732

Executive Director: Gregg Fortner Phone: 415-554-1296 x ____ E-mail: fortnerg@sfha.org

Board President: Sululagi Palega, Sr. Phone: 415-554-1287 x ____ E-mail: _____

Contact Person: Alicia Sisca Phone: 415-715-3265 x ____ E-mail: siscaa@sfha.org

1. Check the box below that corresponds with the program activity of this proposal. **Check only one.** (See Section III in the preceding Information Packet for a description of each program activity.)

Economic Development ____	Existing Facilities Rehabilitation ____	Emergency Shelter Program ____
Housing Program Admin ____	Micro-Enterprise Assistance ____	Neighborhood Centers ____
New Facilities Development ____	Planning and Capacity Building ____	Public Services ____
Public Space Improvements ___✓_		

(MOCD will reclassify proposals that are incorrectly classified under another program area.)

2. Amount requested: $_____ Total Program/Construction Budget: $ _____
Total Organizational Budget: Operating Subsidy for 6000 Public Housing Units $ 174,957,852

3. Provide a brief summary of the proposed program/project in the space provided.

Outdoor community space improvement in a senior development

4. **I certify that the information in this application is true.**

Gregg Fortner _____ 1/22/03
Executive Director (Please Print) Signature of Executive Director Date

5. **I certify that the Board of Directors has approved the submission of this application:**

Sululagi Palega _____ 1/22/03
Board President (Please Print) Signature of Board President Date

6. Which priority objective does your proposal address? (check only one):

- ☐ a) Preservation of existing or the development of new affordable housing
- ☐ b) Preservation of existing or the development of new neighborhood facilities
- ☐ c) Creation, retention or expansion of small businesses and economic development
- ☒ d) Neighborhood/community stabilization (this is the category that applies to current non-housing or economic development grants)

7. Previous CDBG/ESG funding received for this program (not the organization):

1999 $ _____ 2000 $ _____ 2001 $ _____

8. MOCD expects organizations to leverage other funds. List other funders from whom you have or plan to seek funding for this proposed program or project.

Funder	Date Submitted	Requested Amount	Status of Request

9. For new Public Services requests or existing Public Service grantees requesting increased funding: Check the category that best describes the nature of your proposal:

____ Program targets out of school, unemployed or underemployed youth ages 18-25, particularly those youth leaving foster care

____ Program builds cultural and language capacity into existing programs to more effectively address the needs of underserved language populations in existing service areas. Please indicate proposed neighborhood(s) and languages/ethnicity. _____

_____

____ Program that clearly identifies and responds to critical service gaps or new needs not eligible under other funding streams. Please identify the specific service gap/new need: _____

_____

____ In collaboration with one or more local organizations, program expands services to underserved geographic neighborhood. Please identify the underserved neighborhood: _____

_____ This organization is applying as a neighborhood center

10. For all applicants, please respond to the following program and physical accessibility questions:

a. What was the last date an agency representative attended an ADA training dealing with programmatic access issues? Who coordinated or requested the training?

June 2002

b. What was the last date an agency representative attended an ADA training dealing with physical access issues? Who coordinated or requested the training?
June 2002 – MOCD/MOD

c. What was the last date an accessibility survey was completed for the program or for the facility for which you are currently requesting funding? Who conducted or requested the survey?

NO SURVEYS WERE CONDUCTED FOR THIS FACILITY.

d. Were there any findings in which your program was not in compliance with the ADA requirements? If so, what was the finding and how has it been resolved?

e. Has your agency received any complaints regarding ADA compliance during the past year? If so, what was the nature of the complaint and how has it been resolved?

NO COMPLAINTS HAVE BEEN RECEIVED DURING THE PAST YEAR

B. ORGANIZATIONAL BACKGROUND (2 page limit)

Please provide the following organizational information. This information will be used to determine the organization's experience and capacity to successfully achieve the proposal's desired outcomes. The information provided must include:

1. Organization's mission statement

2. History, including types of services provided/activities conducted, CDBG track record and accomplishments (If applicable, please detail if you have met, exceeded, or been unable to meet MOCD work plan goals in the current and prior program years.)

3. Neighborhood involvement beyond the specific services of the organization (such as neighborhood collaborator, convenor, supporter of other events/services, provide space for other organizations/events)

The San Francisco Housing Authority currently manages some 6,000 units of public housing in over 48 developments located throughout the city. The 16th largest agency in the nation, it provides over 25 thousand low-income residents with affordable housing, with more than 2,200 of the residents being seniors and disabled citizens.
Approximately one-half of our public housing residents are African-Americans. About one-fifth are Asian-Americans and approximately one-fourth are 55 years or older.
Due to the 98% plus occupancy rate in public housing, residents often must wait for up to three years to obtain either Section 8 (leased housing) or a public housing apartment.

The Housing Authority Today
Of the 25,143 residents who live in units managed by the SFHA, about one-half are children under the age of 17. Single parents head over half of SFHA families. In developments under the agency's drug elimination program, the figure runs to 80 per cent. The average income of SFHA families is under $11,000 a year. Residents pay 30 per cent of their income for their apartments, on average $223 per month. The remainder comes from federal and state subsidies.

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In addition to managing nearly 6,000 units of conventional housing, the Authority administers over 6,200 units of Leased (Section 8) housing in the City and County of San Francisco. The Section 8 program expands opportunities for rental assistance to low income families by utilizing existing housing units that are privately owned, thereby meeting the individual needs of families by offering them freedom of choice in finding a unit suitable to their needs and desires. Tenants pay a portion of their income towards rent and the SFHA pays the balance directly to the landlord.

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   The 939 Eddy Street Development has 36 units, which houses 33 residents, but there is limited recreation space for the residents.

   The patio furniture to be built at this site will provide much needed outdoor seating for various recreational activities. The construction of garden benches and tables will enable senior citizens of the residential development to use the outdoor space for contemplation, conversation and outdoor recreation. All residents of our public housing, be it senior citizens or non-seniors, stand to benefit from the services and employment opportunities afforded by this grant. There will be meetings with residents to design the project and to address any of their needs. Some residents may be trained and employed on the project.

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   - Barbara Smith, Housing Development and Modernization Department Administrator
   - Bob Dahlstrom, Acting Deputy Administrator
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   - Jasmine Kuo, Project Manager

3. 939 Eddy Street, San Francisco, CA 94109-7732

Please do not forget to refer to the **Application Checklist** for additional Schedules to complete.

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								Total	100%

Note: HUD is expected to issue new income limits in 2002.

2. The CDBG program focuses on the most severely distressed neighborhoods. Programs should therefore be based in and primarily benefit lower income residents of such neighborhoods. Identify the neighborhood(s) to be served by your program and indicate the percentage of total program activity directed at each. (The table should total 100%.)

Bayview/Hunter's Point	_____%	South of Market	_____%
Bernal Heights/Outer Mission	_____%	Sunset	_____%
Chinatown/North Beach	_____%	Tenderloin	100 %
Excelsior/Outer Mission	_____%	Treasure Island	_____%
Mission	_____%	Visitacion Valley	_____%
OMI	_____%	Western Addition	_____%
Potrero Hill	_____%	Other: _____	_____%
Richmond	_____%	Other: _____	_____%

3. For Public Space Improvements or other projects that do not directly benefit individuals, if your proposed program benefits an entire neighborhood or area (whose population is predominately lower income) identify the Census Tract #_____, Block Group #_____, and percentage low/moderate income _____%.

E. EVALUATION (Not for Capital or Planning Grants) (2 page limit)

(1) Describe how you evaluate the success of your program, including mechanisms for your target population to evaluate the program. (2) If you are applying for a program not currently funded by CDBG, please provide samples of your evaluation tools.

Annually, we submit comment forms to the residents of public housing requesting their evaluation of the facilities and the services being provided through CFP and other grants. Staff then evaluates this information and an implementation plan is prepared in the next three months. The outcome is then measured by the clients' satisfaction and feedback. Besides the current housing quality-standards being repaired, the need for security and playground and seating areas are one of the most requested issues to be addressed by the SFHA.

F. BOARD OF DIRECTORS

1. List your Board of Directors:

Name	Residence (S.F. Neighborhood or Other City)	Affiliation/Occupation
Sululagi Palega, Sr., President	Bay View, San Francisco	Employed
Julie Lee, Vice President	Sunset, San Francisco	Employed
George R. Brown, Commissioner	Ingleside, San Francisco	Employed
Betty J. Smith, Commissioner	Western Addition, San Francisco	Retired
Andrew J. Clark, Commissioner	West Portal	Employed
Neola Gans, Commissioner	Bernal Heights	Employed

2. Number of Board members required by your by-laws: 7
   Total number of current Board members: 6

3. Complete the following table for your Board of Directors:

Category	#		**Category**	#
Residents of Neighborhood Served	5		Present/Former Program Beneficiaries	5
Ethnic/Racial Minority Persons	6		Women	
Present/former lower income persons	6		Lesbian, Gay, Bisexual, Transgender *	
Disabled				
Number of board members required under by-laws	7			

* Please count those that openly identify as lesbian, gay, bisexual or transgender.

G. ADDITIONAL CONSIDERATIONS (2 page limit)

This section is required for new applicants/programs (not CDBG-funded in 2001)

MOCD recognizes the following elements to be common among programs that provide high value for our CDBG investment. Please indicate how your organization/program attains the following:

- Involvement in formal collaboratives or contribution to a coordinated system of readily accessible and comprehensive services; relationships and linkages between the proposed activity and other programs and agencies to ensure clients have access to a full range of necessary services;
- Efforts to increase direct services to the very and extremely low income;
- Involvement/recruitment of lower income neighborhood residents/needs population on the Board of Directors, in program design and/or evaluation, staff, etc.;
- Participation in neighborhood or strategic planning efforts;
- Proposed program addresses need(s) identified in neighborhood or other strategic plans.

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1. The proposed installation of patio furniture in 939 Eddy Street senior development, will be implemented through the San Francisco Conservation Corps in consultation with the SFHA staff and residents, creating a collaboration of efforts and services, from which the Housing Authority residents will benefit. In addition, the SFHA's Customer Service Administration Department will provide for appropriate preventive maintenance programs, which employs residents of our residential sites to maintain the grounds and capital improvements at the residential developments.

2. In May 1998, the SFHA signed a Memorandum of Understanding (MOU) with the Department of Social Services of the City and County of San Francisco. In this MOU, provisions are being made to assist our clients who were formerly on AFDC, to obtain assistance through the January 1998 welfare-based Cal-Works Program and Temporary Assistance for Needy Families (TANF).

3. In spring of 1988, the SFHA re-opened Section 8 waiting list and (over 10,000 heads of household were identified through a lottery process). In 1998, the SFHA also identified 1,200 additional certificates and vouchers. In the last two quarters of 1998, the SFHA hired over 300 residents of public housing and placed over 320 other residents in private sector jobs. In 1999, this directive will continue and direct services will be established through the SFHA's Social Services Division, which will address the move of very and extremely low-income residents into self-sufficiency. In addition the SFHA has institutionalized a Social Services Division that provides for a variety of services, where organizations like SFCC can hire our residents to train into different trade areas, like building patio furniture or playgrounds, or even create on-site childcare business opportunities that can utilize the on-site recreational facilities.

4. The Authority first recruits employees and laborers from a pool of qualified residents. The Authority keeps an up-to-date list of over 2,000 residents available to work at different skills and levels. In particular, the Authority prefers to utilize and employ residents of the same residential development where the work is being conducted. If the Authority cannot find the level of skills necessary, then we go to community-based organizations who assist in reaching out for skilled individuals. The SFHA continuously performs outreach with Community-Based Organizations in the Neighborhood Empowerment Districts and Planning Districts who utilize SFHA's clients to base their request for funding. In outreaching also to non-profits like SFCC, the SFHA intends to out source employment opportunities for residents of public housing with the goal of making our families more self-sufficiency and eventually, leave public housing for better housing opportunities. The SFHA is also establishing partnerships with for-profit and private organizations to train and employ residents of public housing.

5. The SFHA meets regularly with homeownership resident organizations, merchants organizations, and advisory groups to neighborhood revitalization efforts in the Chinatown/North Beach, Potrero Hill, Bernal Heights/Outer Mission, Mission District, Western Addition/Hayes Valley and Visitation Valley. The SFHA also meets with community-based organizations in the procurement of special needs services, donations and employment opportunities.

H. FORMS

Please refer to the Application Checklist to determine which schedules must be completed. If you have any questions, contact MOCD.

- Schedule 1: Work Plan Outline
- Schedule A: Project Budget and Total Organizational Funding
- Schedule B: Budget Worksheet
- Schedule 2: Current Grantees Requesting Increased Funding in Public Services, Economic Development or Micro-enterprise Development)
- Schedule 3: Neighborhood Centers Program
- Schedule C: Capital Improvement Scope of Work and Budge Details
- Schedule D: Public Space Improvement Program Detail
- Schedule E: Public Space Improvement Budget Detail
- Schedule F: Public Access to Records and Meetings of Nonprofit Organizations (Chapter 12L San Francisco Administrative Code)
- Schedule G: Photographs of Proposed Improvement Site

Schedule D: Program Detail (2002 Public Space Improvement Program Only)

Applicant: 939 Eddy Street								
Address: 939 Eddy Street					San Francisco, CA 94109 (415)715-3265			
Project Name	Address	Census Tract/ Block Group	% Low/ Mod	Eligibility	Improvements	Cost	Program Benefiting	# of Unduplicated Users
	See SFCC's application							33

Make additional copies of this sheet as necessary and number the pages. Attach photographs mounted onto 8-1/2" x 11" sheets if needed to describe the deficiencies.

Schedule E: Budget Detail (2002 Public Space Improvement Program Only)

Applicant: 939 Eddy Street

Address: 939 Eddy Street **San Francisco, CA 94109 (415) 715-3265**

Line	Project Name	Salaries & Wages	Consultants	Equipment	Material& Supplies	Total Program	Non-CDBG Matching Funds
1	See SFCC's application	$	$	$	$	$	
2		$	$	$	$	$	
3		$	$	$	$	$	
4		$	$	$	$	$	
5		$	$	$	$	$	
6		$	$	$	$	$	
7		$	$	$	$	$	
8		$	$	$	$	$	
9		$	$	$	$	$	
10		$	$	$	$	$	
11		$	$	$	$	$	
12		$	$	$	$	$	
13		$	$	$	$	$	
14		$	$	$	$	$	
15		$	$	$	$	$	
16		$	$	$	$	$	
17		$	$	$	$	$	
18		$	$	$	$	$	
19		$	$	$	$	$	
20		$	$	$	$	$	
21		$	$	$	$	$	
22		$	$	$	$	$	
23		$	$	$	$	$	

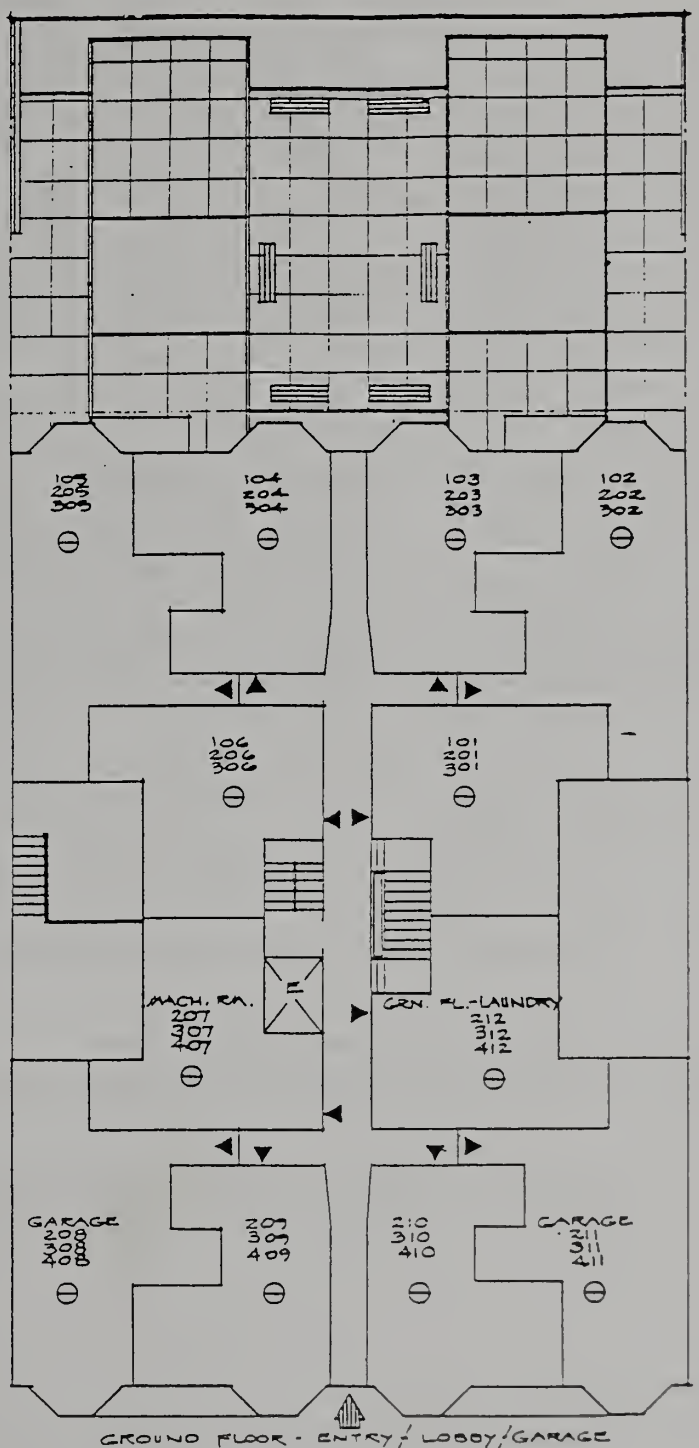
Schedule G: Photographs of Proposed Improvement Site

2003 Public Space Improvement and Capital Programs Only

Site Address: 939 Eddy Street, San Francisco, CA 94109-7732

Please provide two photographs that best show the areas of proposed improvements

CAL 1-39A, 939 Eddy Street
Patio Area



939 EDDY STREET

LEGEND	UNIT DISTRIBUTION	ADDRESS MAP
⊖ 0- Bedroom Apartment ○ 1- Bedroom Apartment ◑ 2- Bedroom Apartment ● 3- Bedroom Apartment ⊕ 4- Bedroom Apartment ⊖ 5- Bedroom Apartment E - ELEVATOR ⇦ - MAIN ENTRANCE ◀ - APARTMENT ENTRANCE	0 Bedroom - 36 1 Bedroom - 2 Bedroom - 3 Bedroom - 4 Bedroom - 5 Bedroom - TOTAL - 36	HOUSING AUTHORITY OF THE CITY & COUNTY OF SAN FRANCISCO CAL 1-39a DATE: NOV. 4, 1979 MAP NO. PM 470c

2003 CDBG/ESG APPLICATION

A. PRELIMINARY INFORMATION

Organization Name: SAN FRANCISCO HOUSING AUTHORITY

Street Address: 440 TURK STREET San Francisco, CA 94102-3330

Main Telephone: 415-554-1296 Fax: 415-241-1029 Website Address: www.sfha.org

Project Location(if different): 430 Turk Street San Francisco, CA 94102-3359

Executive Director: Gregg Fortner Phone: 415-554-1296 x ____ E-mail: fortnerg@sfha.org

Board President: Sululagi Palega, Sr. Phone: 415-554-1287 x ____ E-mail: _____

Contact Person: Alicia Sisca Phone: 415-715-3265 x ____ E-mail: siscaa@sfha.org

1. Check the box below that corresponds with the program activity of this proposal. **Check only one.** (See Section III in the preceding Information Packet for a description of each program activity.)

Economic Development ____	Existing Facilities Rehabilitation ____	Emergency Shelter Program ____
Housing Program Admin ____	Micro-Enterprise Assistance ____	Neighborhood Centers ____
New Facilities Development ____	Planning and Capacity Building ____	Public Services ____
Public Space Improvements ✓		

(MOCD will reclassify proposals that are incorrectly classified under another program area.)

2. Amount requested: $_____ Total Program/Construction Budget: $ _____
Total Organizational Budget: Operating Subsidy for 6000 Public Housing Units $ 174,957,852

3. Provide a brief summary of the proposed program/project in the space provided.

Outdoor community space improvement in a senior development

4. **I certify that the information in this application is true.**

Gregg Fortner _____ 1/22/03
Executive Director (Please Print) Signature of Executive Director Date

5. **I certify that the Board of Directors has approved the submission of this application:**

Sululagi Palega _____ 1/23/03
Board President (Please Print) Signature of Board President Date

6. Which priority objective does your proposal address? (check only one):

- ☐ a) Preservation of existing or the development of new affordable housing
- ☐ b) Preservation of existing or the development of new neighborhood facilities
- ☐ c) Creation, retention or expansion of small businesses and economic development
- ☒ d) Neighborhood/community stabilization (this is the category that applies to current non-housing or economic development grants)

7. Previous CDBG/ESG funding received for <u>this</u> program (not the organization):

1999 $ _____ 2000 $ _____ 2001 $ _____

8. MOCD expects organizations to leverage other funds. List other funders from whom you have or plan to seek funding for this proposed program or project.

Funder	Date Submitted	Requested Amount	Status of Request

9. For new Public Services requests or existing Public Service grantees requesting increased funding: Check the category that best describes the nature of your proposal:

____ Program targets out of school, unemployed or underemployed youth ages 18-25, particularly those youth leaving foster care

____ Program builds cultural and language capacity into existing programs to more effectively address the needs of underserved language populations in existing service areas. Please indicate proposed neighborhood(s) and languages/ethnicity. _____

_____

____ Program that clearly identifies and responds to critical service gaps or new needs not eligible under other funding streams. Please identify the specific service gap/new need: _____

_____

____ In collaboration with one or more local organizations, program expands services to underserved geographic neighborhood. Please identify the underserved neighborhood: _____

_____ This organization is applying as a neighborhood center

10. For all applicants, please respond to the following program and physical accessibility questions:

a. What was the last date an agency representative attended an ADA training dealing with programmatic access issues? Who coordinated or requested the training?

June 2002

b. What was the last date an agency representative attended an ADA training dealing with physical access issues? Who coordinated or requested the training?
June 2002 – MOCD/MOD

c. What was the last date an accessibility survey was completed for the program or for the facility for which you are currently requesting funding? Who conducted or requested the survey?

NO SURVEYS WERE CONDUCTED FOR THIS FACILITY.

d. Were there any findings in which your program was not in compliance with the ADA requirements? If so, what was the finding and how has it been resolved?

e. Has your agency received any complaints regarding ADA compliance during the past year? If so, what was the nature of the complaint and how has it been resolved?

NO COMPLAINTS HAVE BEEN RECEIVED DURING THE PAST YEAR

B. ORGANIZATIONAL BACKGROUND (2 page limit)

Please provide the following organizational information. This information will be used to determine the organization's experience and capacity to successfully achieve the proposal's desired outcomes. The information provided must include:

1. Organization's mission statement

2. History, including types of services provided/activities conducted, CDBG track record and accomplishments (If applicable, please detail if you have met, exceeded, or been unable to meet MOCD work plan goals in the current and prior program years.)

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Note: HUD is expected to issue new income limits in 2002.

2. The CDBG program focuses on the most severely distressed neighborhoods. Programs should therefore be based in and primarily benefit lower income residents of such neighborhoods. Identify the neighborhood(s) to be served by your program and indicate the percentage of total program activity directed at each. (The table should total 100%.)

Bayview/Hunter's Point	_____%	South of Market	_____%
Bernal Heights/Outer Mission	_____%	Sunset	_____%
Chinatown/North Beach	_____%	Tenderloin	100 %
Excelsior/Outer Mission	_____%	Treasure Island	_____%
Mission	_____%	Visitacion Valley	_____%
OMI	_____%	Western Addition	_____%
Potrero Hill	_____%	Other: _____	_____%
Richmond	_____%	Other: _____	_____%

3. For Public Space Improvements or other projects that do not directly benefit individuals, if your proposed program benefits an entire neighborhood or area (whose population is predominately lower income) identify the Census Tract #_____, Block Group #_____, and percentage low/moderate income _____%.

E. EVALUATION (Not for Capital or Planning Grants) (2 page limit)

(1) Describe how you evaluate the success of your program, including mechanisms for your target population to evaluate the program. (2) If you are applying for a program not currently funded by CDBG, please provide samples of your evaluation tools.

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F. BOARD OF DIRECTORS

1. List your Board of Directors:

Name	Residence (S.F. Neighborhood or Other City)	Affiliation/Occupation
Sululagi Palega, Sr., President	Bay View, San Francisco	Employed
Julie Lee, Vice President	Sunset, San Francisco	Employed
George R. Brown, Commissioner	Ingleside, San Francisco	Employed
Betty J. Smith, Commissioner	Western Addition, San Francisco	Retired
Andrew J. Clark, Commissioner	West Portal	Employed
Neola Gans, Commissioner	Bernal Heights	Employed

2. Number of Board members required by your by-laws: 7
   Total number of current Board members: 6

3. Complete the following table for your Board of Directors:

Category	#		Category	#
Residents of Neighborhood Served	5		Present/Former Program Beneficiaries	5
Ethnic/Racial Minority Persons	6		Women	
Present/former lower income persons	6		Lesbian, Gay, Bisexual, Transgender *	
Disabled				
Number of board members required under by-laws	7			

* Please count those that openly identify as lesbian, gay, bisexual or transgender.

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- Involvement in formal collaboratives or contribution to a coordinated system of readily accessible and comprehensive services; relationships and linkages between the proposed activity and other programs and agencies to ensure clients have access to a full range of necessary services;
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- Involvement/recruitment of lower income neighborhood residents/needs population on the Board of Directors, in program design and/or evaluation, staff, etc.;
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- Proposed program addresses need(s) identified in neighborhood or other strategic plans.

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1. The proposed installation of patio furniture in 430 Turk Street senior development, will be implemented through the San Francisco Conservation Corps in consultation with the SFHA staff and residents, creating a collaboration of efforts and services, from which the Housing Authority residents will benefit. In addition, the SFHA's Customer Service Administration Department will provide for appropriate preventive maintenance programs, which employs residents of our residential sites to maintain the grounds and capital improvements at the residential developments.

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H. FORMS

Please refer to the Application Checklist to determine which schedules must be completed. If you have any questions, contact MOCD.

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- Schedule E: Public Space Improvement Budget Detail
- Schedule F: Public Access to Records and Meetings of Nonprofit Organizations (Chapter 12L San Francisco Administrative Code)
- Schedule G: Photographs of Proposed Improvement Site

Schedule D: Program Detail (2002 Public Space Improvement Program Only)

Applicant: 430 Turk Street								
Address: 430 Turk Street						San Francisco, CA 94102 (415)715-3265		
Project Name	Address	Census Tract/ Block Group	% Low/ Mod	Eligibility	Improvements	Cost	Program Benefiting	# of Unduplicated Users
	See SFCC's application							87

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Schedule E: Budget Detail (2002 Public Space Improvement Program Only)

Applicant: 430 Turk Street

Address: 430 Turk Street **San Francisco, CA 94102 (415) 715-3265**

Line	Project Name	Salaries & Wages	Consultants	Equipment	Material& Supplies	Total Program	Non-CDBG Matching Funds
1	**See SFCC's application**	$	$	$	$	$	
2		$	$	$	$	$	
3		$	$	$	$	$	
4		$	$	$	$	$	
5		$	$	$	$	$	
6		$	$	$	$	$	
7		$	$	$	$	$	
8		$	$	$	$	$	
9		$	$	$	$	$	
10		$	$	$	$	$	
11		$	$	$	$	$	
12		$	$	$	$	$	
13		$	$	$	$	$	
14		$	$	$	$	$	
15		$	$	$	$	$	
16		$	$	$	$	$	
17		$	$	$	$	$	
18		$	$	$	$	$	
19		$	$	$	$	$	
20		$	$	$	$	$	
21		$	$	$	$	$	
22		$	$	$	$	$	
23		$	$	$	$	$	

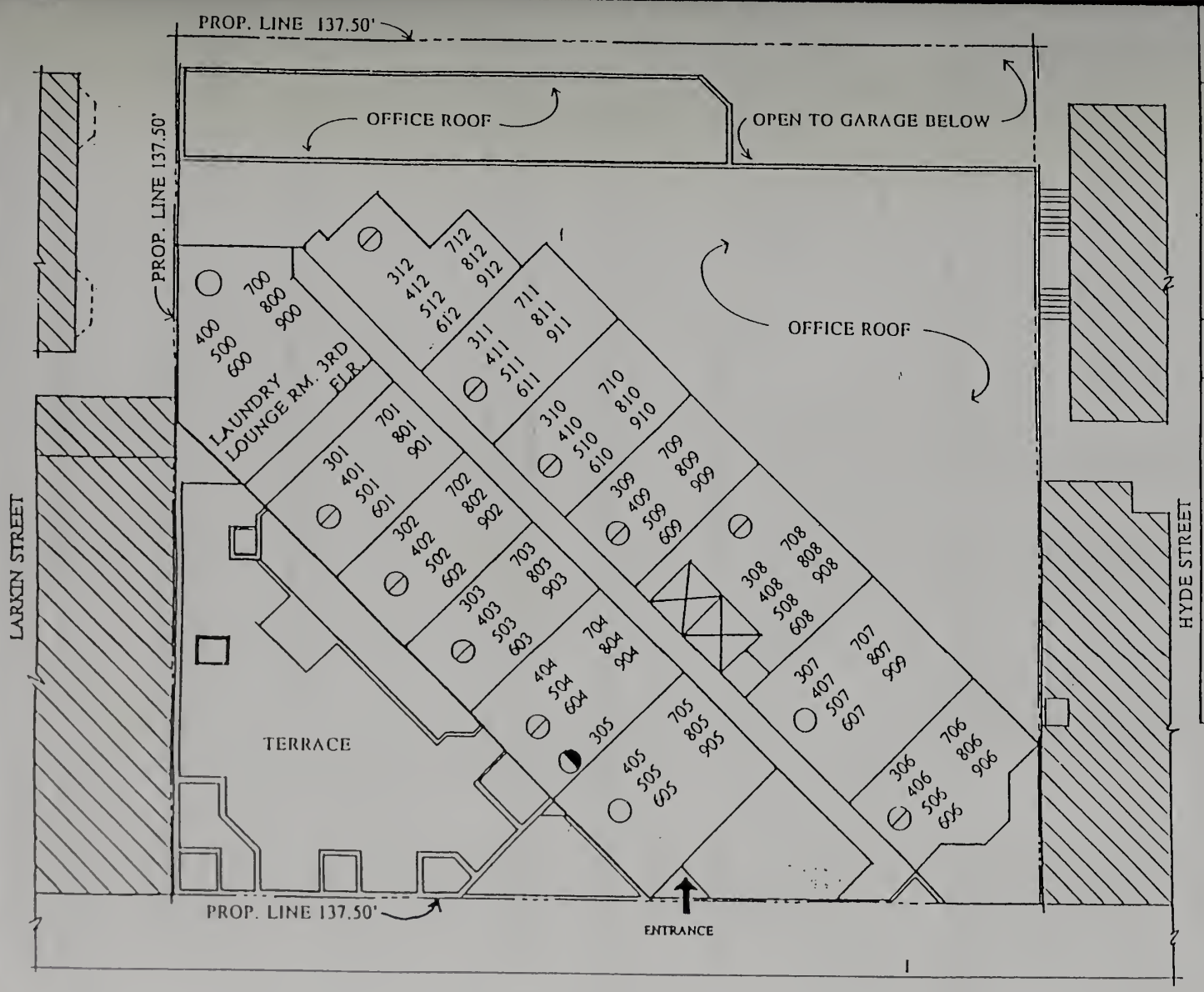
Schedule G: Photographs of Proposed Improvement Site

2003 Public Space Improvement and Capital Programs Only

Site Address: 430 Turk Street, San Francisco, CA 94102-3359

Please provide two photographs that best show the areas of proposed improvements

CAL 1-41, 430 Turk Street
Patio Area



430 TURK STREET

NORTH

LEGEND

ENTRANCE & MAIL BOX LOC.
0 - Bedroom Apartment
1 - Bedroom Apartment
2 - Bedroom Apartment
3 - Bedroom Apartment
4 - Bedroom Apartment
5 - Bedroom Apartment

UNIT DISTRIBUTION

0 - BR	69
1 - BR	19
2 - BR	1
3 - BR	
4 - BR	
5 - BR	
TOTAL	89

1987	CAL 1-41 430 TURK STREET	REV
	ADDRESS MAP	8-4-92
	HOUSING AUTHORITY OF THE CITY AND COUNTY SAN FRANCISCO CALIFORNIA	

2003 CDBG/ESG APPLICATION

A. PRELIMINARY INFORMATION

Organization Name: SAN FRANCISCO HOUSING AUTHORITY

Street Address: 440 TURK STREET San Francisco, CA 94102-3330

Main Telephone: 415-554-1296 Fax: 415-241-1029 Website Address: www.sfha.org

Project Location(if different): 491 31st Ave. San Francisco, CA 94121-1768

Executive Director: Gregg Fortner Phone: 415-554-1296 x ____ E-mail: fortnerg@sfha.org

Board President: Sululagi Palega, Sr. Phone: 415-554-1287 x ____ E-mail: _____

Contact Person: Alicia Sisca Phone: 415-715-3265 x ____ E-mail: siscaa@sfha.org

1. Check the box below that corresponds with the program activity of this proposal. **Check only one.** (See Section III in the preceding Information Packet for a description of each program activity.)

Economic Development ____	Existing Facilities Rehabilitation ____	Emergency Shelter Program ____
Housing Program Admin ____	Micro-Enterprise Assistance ____	Neighborhood Centers ____
New Facilities Development ____	Planning and Capacity Building ____	Public Services ____
Public Space Improvements ✓		

(MOCD will reclassify proposals that are incorrectly classified under another program area.)

2. Amount requested: $_____ Total Program/Construction Budget: $ _____
Total Organizational Budget: Operating Subsidy for 6000 Public Housing Units $ 174,957,852

3. Provide a brief summary of the proposed program/project in the space provided.

Outdoor community space improvement in a senior development

4. **I certify that the information in this application is true.**

Gregg Fortner _____ 1/22/03
Executive Director (Please Print) Signature of Executive Director Date

5. **I certify that the Board of Directors has approved the submission of this application:**

Sululagi Palega _____ 1/22/03
Board President (Please Print) Signature of Board President Date

6. Which priority objective does your proposal address? (check only one):

- ☐ a) Preservation of existing or the development of new affordable housing
- ☐ b) Preservation of existing or the development of new neighborhood facilities
- ☐ c) Creation, retention or expansion of small businesses and economic development
- ☒ d) Neighborhood/community stabilization (this is the category that applies to current non-housing or economic development grants)

7. Previous CDBG/ESG funding received for this program (not the organization):

1999 $ _____ 2000 $ _____ 2001 $ _____

8. MOCD expects organizations to leverage other funds. List other funders from whom you have or plan to seek funding for this proposed program or project.

Funder	Date Submitted	Requested Amount	Status of Request

9. For new Public Services requests or existing Public Service grantees requesting increased funding: Check the category that best describes the nature of your proposal:

____ Program targets out of school, unemployed or underemployed youth ages 18-25, particularly those youth leaving foster care

____ Program builds cultural and language capacity into existing programs to more effectively address the needs of underserved language populations in existing service areas. Please indicate proposed neighborhood(s) and languages/ethnicity. _____

_____

____ Program that clearly identifies and responds to critical service gaps or new needs not eligible under other funding streams. Please identify the specific service gap/new need: _____

_____

____ In collaboration with one or more local organizations, program expands services to underserved geographic neighborhood. Please identify the underserved neighborhood: _____

_____ This organization is applying as a neighborhood center

10. For all applicants, please respond to the following program and physical accessibility questions:

a. What was the last date an agency representative attended an ADA training dealing with programmatic access issues? Who coordinated or requested the training?

b. What was the last date an agency representative attended an ADA training dealing with physical access issues? Who coordinated or requested the training?
June 2002 – MOCD/MOD

c. What was the last date an accessibility survey was completed for the program or for the facility for which you are currently requesting funding? Who conducted or requested the survey?

NO SURVEYS WERE CONDUCTED FOR THIS FACILITY.

d. Were there any findings in which your program was not in compliance with the ADA requirements? If so, what was the finding and how has it been resolved?

e. Has your agency received any complaints regarding ADA compliance during the past year? If so, what was the nature of the complaint and how has it been resolved?

NO COMPLAINTS HAVE BEEN RECEIVED DURING THE PAST YEAR

B. ORGANIZATIONAL BACKGROUND (2 page limit)

Please provide the following organizational information. This information will be used to determine the organization's experience and capacity to successfully achieve the proposal's desired outcomes. The information provided must include:

1. Organization's mission statement

2. History, including types of services provided/activities conducted, CDBG track record and accomplishments (If applicable, please detail if you have met, exceeded, or been unable to meet MOCD work plan goals in the current and prior program years.)

3. Neighborhood involvement beyond the specific services of the organization (such as neighborhood collaborator, convenor, supporter of other events/services, provide space for other organizations/events)

The San Francisco Housing Authority currently manages some 6,000 units of public housing in over 48 developments located throughout the city. The 16th largest agency in the nation, it provides over 25 thousand low-income residents with affordable housing, with more than 2,200 of the residents being seniors and disabled citizens.
Approximately one-half of our public housing residents are African-Americans. About one-fifth are Asian-Americans and approximately one-fourth are 55 years or older.
Due to the 98% plus occupancy rate in public housing, residents often must wait for up to three years to obtain either Section 8 (leased housing) or a public housing apartment.

The Housing Authority Today
Of the 25,143 residents who live in units managed by the SFHA, about one-half are children under the age of 17. Single parents head over half of SFHA families. In developments under the agency's drug elimination program, the figure runs to 80 per cent. The average income of SFHA families is under $11,000 a year. Residents pay 30 per cent of their income for their apartments, on average $223 per month. The remainder comes from federal and state subsidies.

The Leased Housing Program
In addition to managing nearly 6,000 units of conventional housing, the Authority administers over 6,200 units of Leased (Section 8) housing in the City and County of San Francisco. The Section 8 program expands opportunities for rental assistance to low income families by utilizing existing housing units that are privately owned, thereby meeting the individual needs of families by offering them freedom of choice in finding a unit suitable to their needs and desires. Tenants pay a portion of their income towards rent and the SFHA pays the balance directly to the landlord.

Building for the Future - HOPE VI
Under the HOPE VI program funded by the Department of Housing and Urban Development (HUD), the San Francisco Housing Authority is in the middle of a massive program to renovate and rebuild a series of dilapidated housing developments. This $270 million program will result in 945 new public housing units and 653 affordable units for low-income San Franciscans.
The first of these developments, Hayes Valley, was completed in 1999. This fall, residents will move into units in the new Bernal Dwellings Development. Groundbreaking for the Plaza East Development in the Western Addition took place in July 2000. Demolition of the 50 year-old North Beach Development was completed on 2002 and reconstruction of a new development started. Not long afterwards, work will begin on the reconstruction of Valencia Gardens in San Francisco's Mission District.

Rehabilitating Our Housing
The SFHA is also in the process of rehabilitating the "**Big Four**" family developments. **Sunnydale**, **Potrero Terrace**,.**Alice Griffith**, and **Hunter's Point** have undergone significant renovation and maintenance has also been greatly improved. The San Francisco Housing Authority directors and staff have implemented a comprehensive plan of physical, social and maintenance programs for each housing complex. This work is being done in consultation with elected leaders at each site. Whenever possible, residents also assist in the program's implementation.

Social Services
San Francisco Housing Authority Social Services is a collaborative effort to use community-based initiatives to help public housing residents take advantage of programs that are available in the Bay Area. Among these are welfare to work initiatives designed to train and employ public housing residents. These have been established in conjunction with city government, community-based social service organizations, and labor unions.
Over 2400 residents are now employed in public or private sector jobs, or are participating in job training programs. **The Youth Apprenticeship Program** trains residents in the skills they will need to find jobs in the building trades. This has been accomplished thanks to the cooperation and support of several major craft unions.

Computer Learning Centers
The Authority has opened 10 **Computer Learning Centers** to train residents in skills essential to the modern workplace. Nearly a million dollars in independent funding has been raised to buy computers, pay staff and set up tutorial programs throughout our developments. Partnerships have been established with the mayor's office, with educational institutions, equipment manufacturers and training groups and foundations to make this program work.

San Francisco Housing Authority's Board of Commissioners developed a comprehensive plan for a continuum of employment and related work development activities.
The SFHA administration has taken bold steps to engage those who have been left out of the traditional job market through a full range of employment opportunities for its residents. This strategy is tied to linking people back to their leases and their family roles and responsibilities.

C. PROGRAM DESCRIPTION

1. Please describe the proposed program or project, particularly the portion to be funded by CDBG. Please include information on the community need(s) to be addressed and how you intend to meet those needs. Also indicate the desired outcome or final work product. Be sure to delineate your outreach and service delivery methodologies. *If you are applying for an ED or MEA grant, please refer to key performance criteria listed for ED/MEA before completing this section.* **(3 page limit)**

2. Program staffing, including qualifications of staff to carry out program:

3. Location of services:

4. For capital projects, (1) describe the expanded or new services that will be provided as a result of the physical improvements and the number of persons to be served; and (2) provide a detailed schedule for implementation (design services, permit, bidding, construction start and completion, etc.)

---

1. In the year 2000, the SFHA finished refurbishing all 22 high-rise senior citizen developments. As part of the improvements, all the units have been rehabilitated with new bathrooms and kitchens where necessary, new flooring, new draperies, and they have been fully re-painted. Accessibility codes and regulations have been implemented in many units and indoor public areas have been totally modernized and updated. Currently, the grounds are being landscaped and restored with verdant new plants, but all this work will go unnoticed if the residents have no place to sit and enjoy the lush landscape. Many residents would like to spend more time outdoors for recreational activities or just to engage in friendly banter with neighbors and friends. New patio seating facilities and tables would allow for the aforementioned activities, which would help make the residents happier and healthier, but they would also promote a stronger sense of community among residents.

   The 491 31st Avenue Development has 75 units, which houses 84 residents, but there is limited recreation space for the residents.

   The patio furniture to be built at this site will provide much needed outdoor seating for various recreational activities. The construction of garden benches and tables will enable senior citizens of the residential development to use the outdoor space for contemplation, conversation and outdoor recreation. All residents of our public housing, be it senior citizens or non-seniors, stand to benefit from the services and employment opportunities afforded by this grant. There will be meetings with residents to design the project and to address any of their needs. Some residents may be trained and employed on the project.

2. Our trained staff at SFHA is able to carry out the responsibilities of the program, including organization and implementation, as well as working with the residents and acquiring resident feedback. The primary staff for this program are:
   - Barbara Smith, Housing Development and Modernization Department Administrator
   - Bob Dahlstrom, Acting Deputy Administrator
   - Alicia Sisca, Senior Project Manager
   - Jasmine Kuo, Project Manager

3. 491 31st Avenue, San Francisco, CA 94121-1768

Please do not forget to refer to the **Application Checklist** for additional Schedules to complete.

D. BENEFICIARY INFORMATION

CDBG programs must principally benefit lower income persons. (At least 51% of program beneficiaries must have household incomes less than 80% of the area median family income.) Please refer to the table below. In 2002, because the need for assistance is greatest at the lower end of the income scale, MOCD continues to encourage grantees to increase the share of their clients who are of extremely low income and/or very low income.

1. Project the percentages of clients income limits for the proposed activity using the table below:

	Income Limits By Household Size (Persons)								Proposed
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	
Extremely Low	$17,850	$20,400	$22,950	$25,500	$27,550	$29,600	$31,600	$33,650	100 %
Very Low	$29,750	$34,000	$38,250	$42,500	$45,900	$49,300	$52,700	$56,100	___%
Low	$47,600	$54,400	$61,200	$68,000	$73,450	$78,900	$84,300	$89,750	___%
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Applicant: 491 31st Avenue

Address: 491 31st Avenue San Francisco, CA 94121 (415) 715-3265

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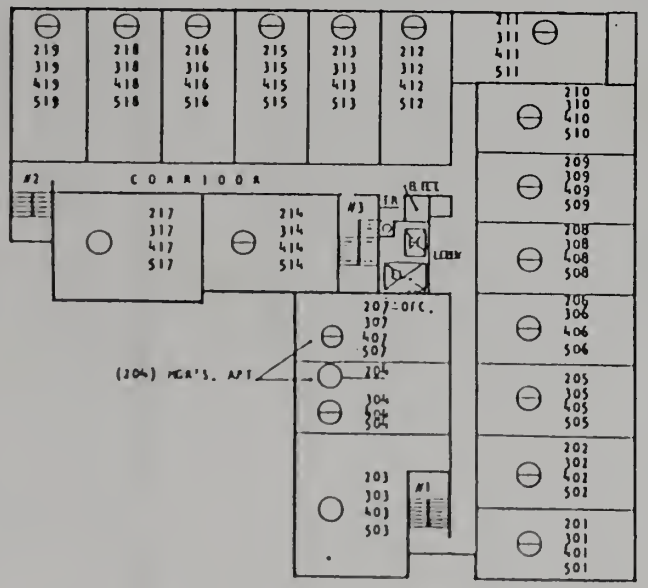
1	See SFCC's application	$	$	$	$	$	
2		$	$	$	$	$	
3		$	$	$	$	$	
4		$	$	$	$	$	
5		$	$	$	$	$	
6		$	$	$	$	$	
7		$	$	$	$	$	
8		$	$	$	$	$	
9		$	$	$	$	$	
10		$	$	$	$	$	
11		$	$	$	$	$	
12		$	$	$	$	$	
13		$	$	$	$	$	
14		$	$	$	$	$	
15		$	$	$	$	$	
16		$	$	$	$	$	
17		$	$	$	$	$	
18		$	$	$	$	$	
19		$	$	$	$	$	
20		$	$	$	$	$	
21		$	$	$	$	$	
22		$	$	$	$	$	
23		$	$	$	$	$	

Schedule G: Photographs of Proposed Improvement Site

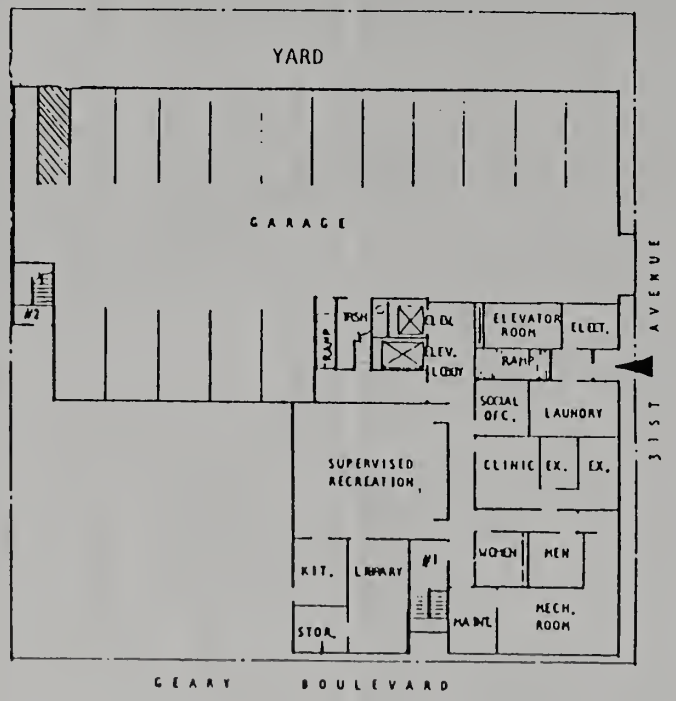
2003 Public Space Improvement and Capital Programs Only

Site Address: 491 31st Avenue, San Francisco, CA 94121-1768

Please provide two photographs that best show the areas of proposed improvements



2ND THRU 5TH FLOOR PLAN



GROUND FLOOR PLAN

N

Legend

ENTRANCE & MAIL BOX LOC.
M-MAIN ENTRANCE & MAIL BOX

⊖ 0- Bedroom Apartment

○ 1- Bedroom Apartment

◑ 2- Bedroom Apartment

UNIT DISTRIBUTION

0-BR	66
1-BR	9
2-BR	-
3-BR	-
4-BR	-
5-BR	-
6-BR	-
TOTAL	75

491-31ST AVENUE

PM400

SAN FRANCISCO
HOUSING AUTHORITY

ADDRESS MAP

CAL 1-37

2003 CDBG/ESG APPLICATION

A. PRELIMINARY INFORMATION

Organization Name: SAN FRANCISCO HOUSING AUTHORITY

Street Address: 440 TURK STREET San Francisco, CA 94102-3330

Main Telephone: 415-554-1296 Fax: 415-241-1029 Website Address: www.sfha.org

Project Location(if different): 990 Pacific Ave. San Francisco, CA 94133-4273

Executive Director: Gregg Fortner Phone: 415-554-1296 x ____ E-mail: fortnerg@sfha.org

Board President: Sululagi Palega, Sr. Phone: 415-554-1287 x ____ E-mail: _____

Contact Person: Alicia Sisca Phone: 415-715-3265 x ____ E-mail: siscaa@sfha.org

1. Check the box below that corresponds with the program activity of this proposal. **Check only one.** (See Section III in the preceding Information Packet for a description of each program activity.)

Economic Development ____	Existing Facilities Rehabilitation ____	Emergency Shelter Program ____
Housing Program Admin ____	Micro-Enterprise Assistance ____	Neighborhood Centers ____
New Facilities Development ____	Planning and Capacity Building ____	Public Services ____
Public Space Improvements ✓		

(MOCD will reclassify proposals that are incorrectly classified under another program area.)

2. Amount requested: $_____ Total Program/Construction Budget: $ _____
Total Organizational Budget: Operating Subsidy for 6000 Public Housing Units $ 174,957,852

3. Provide a brief summary of the proposed program/project in the space provided.

Outdoor community space improvement in a senior development

4. **I certify that the information in this application is true.**

Gregg Fortner _____ 1/22/03
Executive Director (Please Print) Signature of Executive Director Date

5. **I certify that the Board of Directors has approved the submission of this application:**

Sululagi Palega _____ 1/23/03
Board President (Please Print) Signature of Board President Date

6. Which priority objective does your proposal address? (check only one):

- ☐ a) Preservation of existing or the development of new affordable housing
- ☐ b) Preservation of existing or the development of new neighborhood facilities
- ☐ c) Creation, retention or expansion of small businesses and economic development
- ☒ d) Neighborhood/community stabilization (this is the category that applies to current non-housing or economic development grants)

7. Previous CDBG/ESG funding received for this program (not the organization):

1999 $ _____ 2000 $ _____ 2001 $ _____

8. MOCD expects organizations to leverage other funds. List other funders from whom you have or plan to seek funding for this proposed program or project.

Funder	Date Submitted	Requested Amount	Status of Request

9. For new Public Services requests or existing Public Service grantees requesting increased funding: Check the category that best describes the nature of your proposal:

____ Program targets out of school, unemployed or underemployed youth ages 18-25, particularly those youth leaving foster care

____ Program builds cultural and language capacity into existing programs to more effectively address the needs of underserved language populations in existing service areas. Please indicate proposed neighborhood(s) and languages/ethnicity. _____

_____

____ Program that clearly identifies and responds to critical service gaps or new needs not eligible under other funding streams. Please identify the specific service gap/new need: _____

_____

____ In collaboration with one or more local organizations, program expands services to underserved geographic neighborhood. Please identify the underserved neighborhood: _____

_____ This organization is applying as a neighborhood center

10. For all applicants, please respond to the following program and physical accessibility questions:

a. What was the last date an agency representative attended an ADA training dealing with programmatic access issues? Who coordinated or requested the training?

b. What was the last date an agency representative attended an ADA training dealing with physical access issues? Who coordinated or requested the training?
June 2002 – MOCD/MOD

c. What was the last date an accessibility survey was completed for the program or for the facility for which you are currently requesting funding? Who conducted or requested the survey?

NO SURVEYS WERE CONDUCTED FOR THIS FACILITY.

d. Were there any findings in which your program was not in compliance with the ADA requirements? If so, what was the finding and how has it been resolved?

e. Has your agency received any complaints regarding ADA compliance during the past year? If so, what was the nature of the complaint and how has it been resolved?

NO COMPLAINTS HAVE BEEN RECEIVED DURING THE PAST YEAR

B. ORGANIZATIONAL BACKGROUND (2 page limit)

Please provide the following organizational information. This information will be used to determine the organization's experience and capacity to successfully achieve the proposal's desired outcomes. The information provided must include:

1. Organization's mission statement

2. History, including types of services provided/activities conducted, CDBG track record and accomplishments (If applicable, please detail if you have met, exceeded, or been unable to meet MOCD work plan goals in the current and prior program years.)

3. Neighborhood involvement beyond the specific services of the organization (such as neighborhood collaborator, convenor, supporter of other events/services, provide space for other organizations/events)

The San Francisco Housing Authority currently manages some 6,000 units of public housing in over 48 developments located throughout the city. The 16th largest agency in the nation, it provides over 25 thousand low-income residents with affordable housing, with more than 2,200 of the residents being seniors and disabled citizens.
Approximately one-half of our public housing residents are African-Americans. About one-fifth are Asian-Americans and approximately one-fourth are 55 years or older.
Due to the 98% plus occupancy rate in public housing, residents often must wait for up to three years to obtain either Section 8 (leased housing) or a public housing apartment.

The Housing Authority Today
Of the 25,143 residents who live in units managed by the SFHA, about one-half are children under the age of 17. Single parents head over half of SFHA families. In developments under the agency's drug elimination program, the figure runs to 80 per cent. The average income of SFHA families is under $11,000 a year. Residents pay 30 per cent of their income for their apartments, on average $223 per month. The remainder comes from federal and state subsidies.

The Leased Housing Program
In addition to managing nearly 6,000 units of conventional housing, the Authority administers over 6,200 units of Leased (Section 8) housing in the City and County of San Francisco. The Section 8 program expands opportunities for rental assistance to low income families by utilizing existing housing units that are privately owned, thereby meeting the individual needs of families by offering them freedom of choice in finding a unit suitable to their needs and desires. Tenants pay a portion of their income towards rent and the SFHA pays the balance directly to the landlord.

Building for the Future - HOPE VI
Under the HOPE VI program funded by the Department of Housing and Urban Development (HUD), the San Francisco Housing Authority is in the middle of a massive program to renovate and rebuild a series of dilapidated housing developments. This $270 million program will result in 945 new public housing units and 653 affordable units for low-income San Franciscans.
The first of these developments, Hayes Valley, was completed in 1999. This fall, residents will move into units in the new Bernal Dwellings Development. Groundbreaking for the Plaza East Development in the Western Addition took place in July 2000. Demolition of the 50 year-old North Beach Development was completed on 2002 and reconstruction of a new development started. Not long afterwards, work will begin on the reconstruction of Valencia Gardens in San Francisco's Mission District.

Rehabilitating Our Housing
The SFHA is also in the process of rehabilitating the "**Big Four**" family developments. **Sunnydale**, **Potrero Terrace**, **Alice Griffith**, and **Hunter's Point** have undergone significant renovation and maintenance has also been greatly improved. The San Francisco Housing Authority directors and staff have implemented a comprehensive plan of physical, social and maintenance programs for each housing complex. This work is being done in consultation with elected leaders at each site. Whenever possible, residents also assist in the program's implementation.

Social Services
San Francisco Housing Authority Social Services is a collaborative effort to use community-based initiatives to help public housing residents take advantage of programs that are available in the Bay Area. Among these are welfare to work initiatives designed to train and employ public housing residents. These have been established in conjunction with city government, community-based social service organizations, and labor unions.
Over 2400 residents are now employed in public or private sector jobs, or are participating in job training programs. **The Youth Apprenticeship Program** trains residents in the skills they will need to find jobs in the building trades. This has been accomplished thanks to the cooperation and support of several major craft unions.

Computer Learning Centers
The Authority has opened 10 **Computer Learning Centers** to train residents in skills essential to the modern workplace. Nearly a million dollars in independent funding has been raised to buy computers, pay staff and set up tutorial programs throughout our developments. Partnerships have been established with the mayor's office, with educational institutions, equipment manufacturers and training groups and foundations to make this program work.

San Francisco Housing Authority's Board of Commissioners developed a comprehensive plan for a continuum of employment and related work development activities.
The SFHA administration has taken bold steps to engage those who have been left out of the traditional job market through a full range of employment opportunities for its residents. This strategy is tied to linking people back to their leases and their family roles and responsibilities.

C. PROGRAM DESCRIPTION

1. Please describe the proposed program or project, particularly the portion to be funded by CDBG. Please include information on the community need(s) to be addressed and how you intend to meet those needs. Also indicate the desired outcome or final work product. Be sure to delineate your outreach and service delivery methodologies. *If you are applying for an ED or MEA grant, please refer to key performance criteria listed for ED/MEA before completing this section.* **(3 page limit)**

2. Program staffing, including qualifications of staff to carry out program:

3. Location of services:

4. For capital projects, (1) describe the expanded or new services that will be provided as a result of the physical improvements and the number of persons to be served; and (2) provide a detailed schedule for implementation (design services, permit, bidding, construction start and completion, etc.)

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1. In the year 2000, the SFHA finished refurbishing all 22 high-rise senior citizen developments. As part of the improvements, all the units have been rehabilitated with new bathrooms and kitchens where necessary, new flooring, new draperies, and they have been fully re-painted. Accessibility codes and regulations have been implemented in many units and indoor public areas have been totally modernized and updated. Currently, the grounds are being landscaped and restored with verdant new plants, but all this work will go unnoticed if the residents have no place to sit and enjoy the lush landscape. Many residents would like to spend more time outdoors for recreational activities or just to engage in friendly banter with neighbors and friends. New patio seating facilities and tables would allow for the aforementioned activities, which would help make the residents happier and healthier, but they would also promote a stronger sense of community among residents.

   The 990 Pacific Avenue Development has 92 units, which houses 110 residents, but there is limited recreation space for the residents.

   The patio furniture to be built at this site will provide much needed outdoor seating for various recreational activities. The construction of garden benches and tables will enable senior citizens of the residential development to use the outdoor space for contemplation, conversation and outdoor recreation. All residents of our public housing, be it senior citizens or non-seniors, stand to benefit from the services and employment opportunities afforded by this grant. There will be meetings with residents to design the project and to address any of their needs. Some residents may be trained and employed on the project.

2. Our trained staff at SFHA is able to carry out the responsibilities of the program, including organization and implementation, as well as working with the residents and acquiring resident feedback. The primary staff for this program are:
   - Barbara Smith, Housing Development and Modernization Department Administrator
   - Bob Dahlstrom, Acting Deputy Administrator
   - Alicia Sisca, Senior Project Manager
   - Jasmine Kuo, Project Manager

4. 990 Pacific Avenue, San Francisco, CA 94133-4273

Please do not forget to refer to the **Application Checklist** for additional Schedules to complete.

D. BENEFICIARY INFORMATION

CDBG programs must principally benefit lower income persons. (At least 51% of program beneficiaries must have household incomes less than 80% of the area median family income.) Please refer to the table below. In 2002, because the need for assistance is greatest at the lower end of the income scale, MOCD continues to encourage grantees to increase the share of their clients who are of extremely low income and/or very low income.

1. Project the percentages of clients income limits for the proposed activity using the table below:

	Income Limits By Household Size (Persons)								Proposed
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	
Extremely Low	$17,850	$20,400	$22,950	$25,500	$27,550	$29,600	$31,600	$33,650	100 %
Very Low	$29,750	$34,000	$38,250	$42,500	$45,900	$49,300	$52,700	$56,100	___%
Low	$47,600	$54,400	$61,200	$68,000	$73,450	$78,900	$84,300	$89,750	___%
Above Low	>$47,600	>$54,400	>$61,200	>$68,000	>$73,450	>$78,900	>$84,300	>$89,750	___%
								Total	100%

Note: HUD is expected to issue new income limits in 2002.

2. The CDBG program focuses on the most severely distressed neighborhoods. Programs should therefore be based in and primarily benefit lower income residents of such neighborhoods. Identify the neighborhood(s) to be served by your program and indicate the percentage of total program activity directed at each. (The table should total 100%.)

Bayview/Hunter's Point	_____%	South of Market	_____%
Bernal Heights/Outer Mission	_____%	Sunset	_____%
Chinatown/North Beach	100 %	Tenderloin	_____%
Excelsior/Outer Mission	_____%	Treasure Island	_____%
Mission	_____%	Visitacion Valley	_____%
OMI	_____%	Western Addition	_____%
Potrero Hill	_____%	Other: _____	_____%
Richmond	_____%	Other: _____	_____%

3. For Public Space Improvements or other projects that do not directly benefit individuals, if your proposed program benefits an entire neighborhood or area (whose population is predominately lower income) identify the Census Tract #_____, Block Group #_____, and percentage low/moderate income _____%.

E. EVALUATION (Not for Capital or Planning Grants) (2 page limit)

(1) Describe how you evaluate the success of your program, including mechanisms for your target population to evaluate the program. (2) If you are applying for a program not currently funded by CDBG, please provide samples of your evaluation tools.

Annually, we submit comment forms to the residents of public housing requesting their evaluation of the facilities and the services being provided through CFP and other grants. Staff then evaluates this information and an implementation plan is prepared in the next three months. The outcome is then measured by the clients' satisfaction and feedback. Besides the current housing quality-standards being repaired, the need for security and playground and seating areas are one of the most requested issues to be addressed by the SFHA.

F. BOARD OF DIRECTORS

1. List your Board of Directors:

Name	Residence (S.F. Neighborhood or Other City)	Affiliation/Occupation
Sululagi Palega, Sr., President	Bay View, San Francisco	Employed
Julie Lee, Vice President	Sunset, San Francisco	Employed
George R. Brown, Commissioner	Ingleside, San Francisco	Employed
Betty J. Smith, Commissioner	Western Addition, San Francisco	Retired
Andrew J. Clark, Commissioner	West Portal	Employed
Neola Gans, Commissioner	Bernal Heights	Employed

2. Number of Board members required by your by-laws: 7
   Total number of current Board members: 6

3. Complete the following table for your Board of Directors:

Category	#		**Category**	#
Residents of Neighborhood Served	5		Present/Former Program Beneficiaries	5
Ethnic/Racial Minority Persons	6		Women	
Present/former lower income persons	6		Lesbian, Gay, Bisexual, Transgender *	
Disabled				
Number of board members required under by-laws	7			

* Please count those that openly identify as lesbian, gay, bisexual or transgender.

G. ADDITIONAL CONSIDERATIONS (2 page limit)

This section is required for new applicants/programs (not CDBG-funded in 2001)

MOCD recognizes the following elements to be common among programs that provide high value for our CDBG investment. Please indicate how your organization/program attains the following:

- Involvement in formal collaboratives or contribution to a coordinated system of readily accessible and comprehensive services; relationships and linkages between the proposed activity and other programs and agencies to ensure clients have access to a full range of necessary services;
- Efforts to increase direct services to the very and extremely low income;
- Involvement/recruitment of lower income neighborhood residents/needs population on the Board of Directors, in program design and/or evaluation, staff, etc.;
- Participation in neighborhood or strategic planning efforts;
- Proposed program addresses need(s) identified in neighborhood or other strategic plans.

---

1. The proposed installation of patio furniture in 990 Pacific Avenue senior development, will be implemented through the San Francisco Conservation Corps in consultation with the SFHA staff and residents, creating a collaboration of efforts and services, from which the Housing Authority residents will benefit. In addition, the SFHA's Customer Service Administration Department will provide for appropriate preventive maintenance programs, which employs residents of our residential sites to maintain the grounds and capital improvements at the residential developments.

2. In May 1998, the SFHA signed a Memorandum of Understanding (MOU) with the Department of Social Services of the City and County of San Francisco. In this MOU, provisions are being made to assist our clients who were formerly on AFDC, to obtain assistance through the January 1998 welfare-based Cal-Works Program and Temporary Assistance for Needy Families (TANF).

3. In spring of 1988, the SFHA re-opened Section 8 waiting list and (over 10,000 heads of household were identified through a lottery process). In 1998, the SFHA also identified 1,200 additional certificates and vouchers. In the last two quarters of 1998, the SFHA hired over 300 residents of public housing and placed over 320 other residents in private sector jobs. In 1999, this directive will continue and direct services will be established through the SFHA's Social Services Division, which will address the move of very and extremely low-income residents into self-sufficiency. In addition the SFHA has institutionalized a Social Services Division that provides for a variety of services, where organizations like SFCC can hire our residents to train into different trade areas, like building patio furniture or playgrounds, or even create on-site childcare business opportunities that can utilize the on-site recreational facilities.

4. The Authority first recruits employees and laborers from a pool of qualified residents. The Authority keeps an up-to-date list of over 2,000 residents available to work at different skills and levels. In particular, the Authority prefers to utilize and employ residents of the same residential development where the work is being conducted. If the Authority cannot find the level of skills necessary, then we go to community-based organizations who assist in reaching out for skilled individuals. The SFHA continuously performs outreach with Community-Based Organizations in the Neighborhood Empowerment Districts and Planning Districts who utilize SFHA's clients to base their request for funding. In outreaching also to non-profits like SFCC, the SFHA intends to out source employment opportunities for residents of public housing with the goal of making our families more self-sufficiency and eventually, leave public housing for better housing opportunities. The SFHA is also establishing partnerships with for-profit and private organizations to train and employ residents of public housing.

5. The SFHA meets regularly with homeownership resident organizations, merchants organizations, and advisory groups to neighborhood revitalization efforts in the Chinatown/North Beach, Potrero Hill, Bernal Heights/Outer Mission, Mission District, Western Addition/Hayes Valley and Visitation Valley. The SFHA also meets with community-based organizations in the procurement of special needs services, donations and employment opportunities.

H. FORMS

Please refer to the Application Checklist to determine which schedules must be completed. If you have any questions, contact MOCD.

- Schedule 1: Work Plan Outline
- Schedule A: Project Budget and Total Organizational Funding
- Schedule B: Budget Worksheet
- Schedule 2: Current Grantees Requesting Increased Funding in Public Services, Economic Development or Micro-enterprise Development)
- Schedule 3: Neighborhood Centers Program
- Schedule C: Capital Improvement Scope of Work and Budge Details
- Schedule D: Public Space Improvement Program Detail
- Schedule E: Public Space Improvement Budget Detail
- Schedule F: Public Access to Records and Meetings of Nonprofit Organizations (Chapter 12L San Francisco Administrative Code)
- Schedule G: Photographs of Proposed Improvement Site

Schedule D: Program Detail (2002 Public Space Improvement Program Only)

Applicant: 990 Pacific Avenue								
Address: 990 Pacific Avenue						San Francisco, CA 94133 (415)715-3265		
Project Name	Address	Census Tract/ Block Group	% Low/ Mod	Eligibility	Improvements	Cost	Program Benefiting	# of Undupli-cated Users
	See SFCC's application							110

Make additional copies of this sheet as necessary and number the pages. Attach photographs mounted onto 8-1/2" x 11" sheets if needed to describe the deficiencies.

Schedule E: Budget Detail (2002 Public Space Improvement Program Only)

Applicant: 990 Pacific Avenue							
Address: 990 Pacific Avenue				San Francisco, CA 94133 (415) 715-3265			
Line	Project Name	Salaries & Wages	Consultants	Equipment	Material& Supplies	Total Program	Non-CDBG Matching Funds
1	See SFCC's application	$	$	$	$	$	
2		$	$	$	$	$	
3		$	$	$	$	$	
4		$	$	$	$	$	
5		$	$	$	$	$	
6		$	$	$	$	$	
7		$	$	$	$	$	
8		$	$	$	$	$	
9		$	$	$	$	$	
10		$	$	$	$	$	
11		$	$	$	$	$	
12		$	$	$	$	$	
13		$	$	$	$	$	
14		$	$	$	$	$	
15		$	$	$	$	$	
16		$	$	$	$	$	
17		$	$	$	$	$	
18		$	$	$	$	$	
19		$	$	$	$	$	
20		$	$	$	$	$	
21		$	$	$	$	$	
22		$	$	$	$	$	
23		$	$	$	$	$	

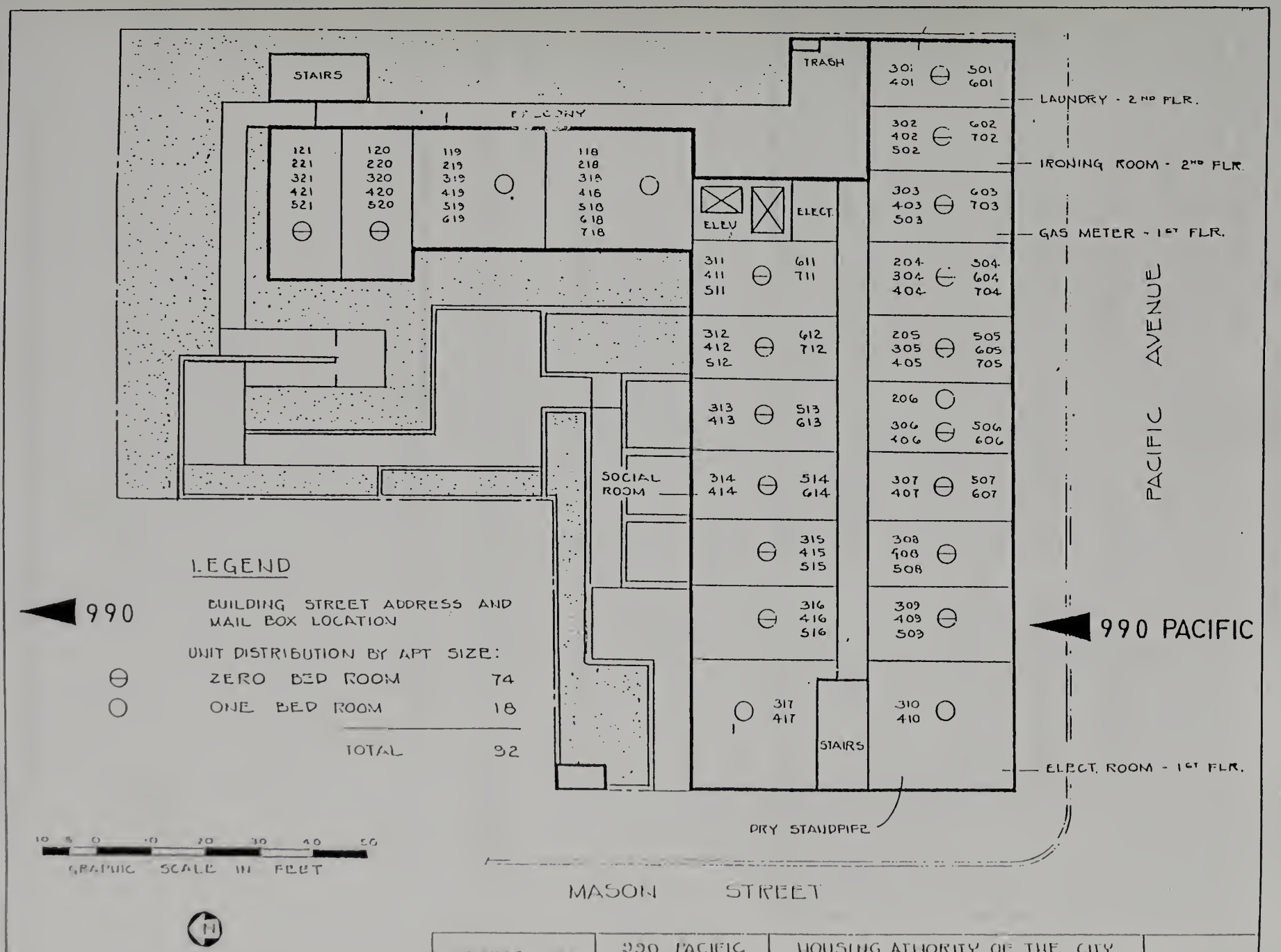
Schedule G: Photographs of Proposed Improvement Site

2003 Public Space Improvement and Capital Programs Only

Site Address: 990 Pacific Ave, San Francisco, CA 94133-4273

Please provide two photographs that best show the areas of proposed improvements

CAL 1-19(1), 990 Pacific Avenue
Patio Area



ADDRESS MAP	990 PACIFIC CAL 1-18(1)	HOUSING ATHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO	PM 388

2003 CDBG/ESG APPLICATION

A. PRELIMINARY INFORMATION

Organization Name: SAN FRANCISCO HOUSING AUTHORITY

Street Address: 440 TURK STREET San Francisco, CA 94102-3330

Main Telephone: 415-554-1296 Fax: 415-241-1029 Website Address: www.sfha.org

Project Location(if different): 462 Duboce Street San Francisco, CA 94117-3526

Executive Director: Gregg Fortner Phone: 415-554-1296 x ____ E-mail: fortnerg@sfha.org

Board President: Sululagi Palega, Sr. Phone: 415-554-1287 x ____ E-mail: _____

Contact Person: Alicia Sisca Phone: 415-715-3265 x ____ E-mail: siscaa@sfha.org

1. Check the box below that corresponds with the program activity of this proposal. **Check only one.** (See Section III in the preceding Information Packet for a description of each program activity.)

Economic Development ____	Existing Facilities Rehabilitation ____	Emergency Shelter Program ____
Housing Program Admin ____	Micro-Enterprise Assistance ____	Neighborhood Centers ____
New Facilities Development ____	Planning and Capacity Building ____	Public Services ____
Public Space Improvements ✓		

(MOCD will reclassify proposals that are incorrectly classified under another program area.)

2. Amount requested: $_____ Total Program/Construction Budget: $ _____
Total Organizational Budget: Operating Subsidy for 6000 Public Housing Units $ 174,957,852

3. Provide a brief summary of the proposed program/project in the space provided.

Outdoor community space improvement in a senior development

4. **I certify that the information in this application is true.**

Gregg Fortner _____ 1/22/03
Executive Director (Please Print) Signature of Executive Director Date

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Sululagi Palega, Sr. _____ 1/22/03
Board President (Please Print) Signature of Board President Date

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- ☐ a) Preservation of existing or the development of new affordable housing
- ☐ b) Preservation of existing or the development of new neighborhood facilities
- ☐ c) Creation, retention or expansion of small businesses and economic development
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____ Program builds cultural and language capacity into existing programs to more effectively address the needs of underserved language populations in existing service areas. Please indicate proposed neighborhood(s) and languages/ethnicity. _____

_____

____ Program that clearly identifies and responds to critical service gaps or new needs not eligible under other funding streams. Please identify the specific service gap/new need: _____

_____

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_____ This organization is applying as a neighborhood center

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b. What was the last date an agency representative attended an ADA training dealing with physical access issues? Who coordinated or requested the training?
June 2002 – MOCD/MOD

c. What was the last date an accessibility survey was completed for the program or for the facility for which you are currently requesting funding? Who conducted or requested the survey?

NO SURVEYS WERE CONDUCTED FOR THIS FACILITY.

d. Were there any findings in which your program was not in compliance with the ADA requirements? If so, what was the finding and how has it been resolved?

e. Has your agency received any complaints regarding ADA compliance during the past year? If so, what was the nature of the complaint and how has it been resolved?

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Please provide the following organizational information. This information will be used to determine the organization's experience and capacity to successfully achieve the proposal's desired outcomes. The information provided must include:

1. Organization's mission statement

2. History, including types of services provided/activities conducted, CDBG track record and accomplishments (If applicable, please detail if you have met, exceeded, or been unable to meet MOCD work plan goals in the current and prior program years.)

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In addition to managing nearly 6,000 units of conventional housing, the Authority administers over 6,200 units of Leased (Section 8) housing in the City and County of San Francisco. The Section 8 program expands opportunities for rental assistance to low income families by utilizing existing housing units that are privately owned, thereby meeting the individual needs of families by offering them freedom of choice in finding a unit suitable to their needs and desires. Tenants pay a portion of their income towards rent and the SFHA pays the balance directly to the landlord.

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C. PROGRAM DESCRIPTION

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2. Program staffing, including qualifications of staff to carry out program:

3. Location of services:

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   The patio furniture to be built at this site will provide much needed outdoor seating for various recreational activities. The construction of garden benches and tables will enable senior citizens of the residential development to use the outdoor space for contemplation, conversation and outdoor recreation. All residents of our public housing, be it senior citizens or non-seniors, stand to benefit from the services and employment opportunities afforded by this grant. There will be meetings with residents to design the project and to address any of their needs. Some residents may be trained and employed on the project.

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   - Barbara Smith, Housing Development and Modernization Department Administrator
   - Bob Dahlstrom, Acting Deputy Administrator
   - Alicia Sisca, Senior Project Manager
   - Jasmine Kuo, Project Manager

4. 462 Duboce Street, San Francisco, CA 94117-3526

Please do not forget to refer to the **Application Checklist** for additional Schedules to complete.

D. BENEFICIARY INFORMATION

CDBG programs must principally benefit lower income persons. (At least 51% of program beneficiaries must have household incomes less than 80% of the area median family income.) Please refer to the table below. In 2002, because the need for assistance is greatest at the lower end of the income scale, MOCD continues to encourage grantees to increase the share of their clients who are of extremely low income and/or very low income.

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Note: HUD is expected to issue new income limits in 2002.

2. The CDBG program focuses on the most severely distressed neighborhoods. Programs should therefore be based in and primarily benefit lower income residents of such neighborhoods. Identify the neighborhood(s) to be served by your program and indicate the percentage of total program activity directed at each. (The table should total 100%.)

Bayview/Hunter's Point	_____%	South of Market	_____%
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Excelsior/Outer Mission	_____%	Treasure Island	_____%
Mission	_____%	Visitacion Valley	_____%
OMI	_____%	Western Addition	_____%
Potrero Hill	_____%	Other: Hayes Valley	100 %
Richmond	_____%	Other: _____	_____%

3. For Public Space Improvements or other projects that do not directly benefit individuals, if your proposed program benefits an entire neighborhood or area (whose population is predominately lower income) identify the Census Tract #_____, Block Group #_____, and percentage low/moderate income _____%.

E. EVALUATION (Not for Capital or Planning Grants) (2 page limit)

(1) Describe how you evaluate the success of your program, including mechanisms for your target population to evaluate the program. (2) If you are applying for a program not currently funded by CDBG, please provide samples of your evaluation tools.

Annually, we submit comment forms to the residents of public housing requesting their evaluation of the facilities and the services being provided through CFP and other grants. Staff then evaluates this information and an implementation plan is prepared in the next three months. The outcome is then measured by the clients' satisfaction and feedback. Besides the current housing quality-standards being repaired, the need for security and playground and seating areas are one of the most requested issues to be addressed by the SFHA.

F. BOARD OF DIRECTORS

1. List your Board of Directors:

Name	Residence (S.F. Neighborhood or Other City)	Affiliation/Occupation
Sululagi Palega, Sr., President	Bay View, San Francisco	Employed
Julie Lee, Vice President	Sunset, San Francisco	Employed
George R. Brown, Commissioner	Ingleside, San Francisco	Employed
Betty J. Smith, Commissioner	Western Addition, San Francisco	Retired
Andrew J. Clark, Commissioner	West Portal	Employed
Neola Gans, Commissioner	Bernal Heights	Employed

2. Number of Board members required by your by-laws: 7
   Total number of current Board members: 6

3. Complete the following table for your Board of Directors:

Category	#		Category	#
Residents of Neighborhood Served	5		Present/Former Program Beneficiaries	5
Ethnic/Racial Minority Persons	6		Women	
Present/former lower income persons	6		Lesbian, Gay, Bisexual, Transgender *	
Disabled				
Number of board members required under by-laws	7			

* Please count those that openly identify as lesbian, gay, bisexual or transgender.

G. ADDITIONAL CONSIDERATIONS (2 page limit)

This section is required for new applicants/programs (not CDBG-funded in 2001)

MOCD recognizes the following elements to be common among programs that provide high value for our CDBG investment. Please indicate how your organization/program attains the following:

- Involvement in formal collaboratives or contribution to a coordinated system of readily accessible and comprehensive services; relationships and linkages between the proposed activity and other programs and agencies to ensure clients have access to a full range of necessary services;
- Efforts to increase direct services to the very and extremely low income;
- Involvement/recruitment of lower income neighborhood residents/needs population on the Board of Directors, in program design and/or evaluation, staff, etc.;
- Participation in neighborhood or strategic planning efforts;
- Proposed program addresses need(s) identified in neighborhood or other strategic plans.

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1. The proposed installation of patio furniture in 462 Duboce Street senior development, will be implemented through the San Francisco Conservation Corps in consultation with the SFHA staff and residents, creating a collaboration of efforts and services, from which the Housing Authority residents will benefit. In addition, the SFHA's Customer Service Administration Department will provide for appropriate preventive maintenance programs, which employs residents of our residential sites to maintain the grounds and capital improvements at the residential developments.

2. In May 1998, the SFHA signed a Memorandum of Understanding (MOU) with the Department of Social Services of the City and County of San Francisco. In this MOU, provisions are being made to assist our clients who were formerly on AFDC, to obtain assistance through the January 1998 welfare-based Cal-Works Program and Temporary Assistance for Needy Families (TANF).

3. In spring of 1988, the SFHA re-opened Section 8 waiting list and (over 10,000 heads of household were identified through a lottery process). In 1998, the SFHA also identified 1,200 additional certificates and vouchers. In the last two quarters of 1998, the SFHA hired over 300 residents of public housing and placed over 320 other residents in private sector jobs. In 1999, this directive will continue and direct services will be established through the SFHA's Social Services Division, which will address the move of very and extremely low-income residents into self-sufficiency. In addition the SFHA has institutionalized a Social Services Division that provides for a variety of services, where organizations like SFCC can hire our residents to train into different trade areas, like building patio furniture or playgrounds, or even create on-site childcare business opportunities that can utilize the on-site recreational facilities.

4. The Authority first recruits employees and laborers from a pool of qualified residents. The Authority keeps an up-to-date list of over 2,000 residents available to work at different skills and levels. In particular, the Authority prefers to utilize and employ residents of the same residential development where the work is being conducted. If the Authority cannot find the level of skills necessary, then we go to community-based organizations who assist in reaching out for skilled individuals. The SFHA continuously performs outreach with Community-Based Organizations in the Neighborhood Empowerment Districts and Planning Districts who utilize SFHA's clients to base their request for funding. In outreaching also to non-profits like SFCC, the SFHA intends to out source employment opportunities for residents of public housing with the goal of making our families more self-sufficiency and eventually, leave public housing for better housing opportunities. The SFHA is also establishing partnerships with for-profit and private organizations to train and employ residents of public housing.

5. The SFHA meets regularly with homeownership resident organizations, merchants organizations, and advisory groups to neighborhood revitalization efforts in the Chinatown/North Beach, Potrero Hill, Bernal Heights/Outer Mission, Mission District, Western Addition/Hayes Valley and Visitation Valley. The SFHA also meets with community-based organizations in the procurement of special needs services, donations and employment opportunities.

H. FORMS

Please refer to the Application Checklist to determine which schedules must be completed. If you have any questions, contact MOCD.

- Schedule 1: Work Plan Outline
- Schedule A: Project Budget and Total Organizational Funding
- Schedule B: Budget Worksheet
- Schedule 2: Current Grantees Requesting Increased Funding in Public Services, Economic Development or Micro-enterprise Development)
- Schedule 3: Neighborhood Centers Program
- Schedule C: Capital Improvement Scope of Work and Budge Details
- Schedule D: Public Space Improvement Program Detail
- Schedule E: Public Space Improvement Budget Detail
- Schedule F: Public Access to Records and Meetings of Nonprofit Organizations (Chapter 12L San Francisco Administrative Code)
- Schedule G: Photographs of Proposed Improvement Site

Schedule D: Program Detail (2002 Public Space Improvement Program Only)

Applicant: 462 Duboce Street								
Address: 462 Duboce Street					San Francisco, CA 94117 (415)715-3265			
Project Name	Address	Census Tract/ Block Group	% Low/ Mod	Eligibility	Improvements	Cost	Program Benefiting	# of Undupli-cated Users
	See SFCC's application							50

Make additional copies of this sheet as necessary and number the pages. Attach photographs mounted onto 8-1/2" x 11" sheets if needed to describe the deficiencies.

Schedule E: Budget Detail (2002 Public Space Improvement Program Only)

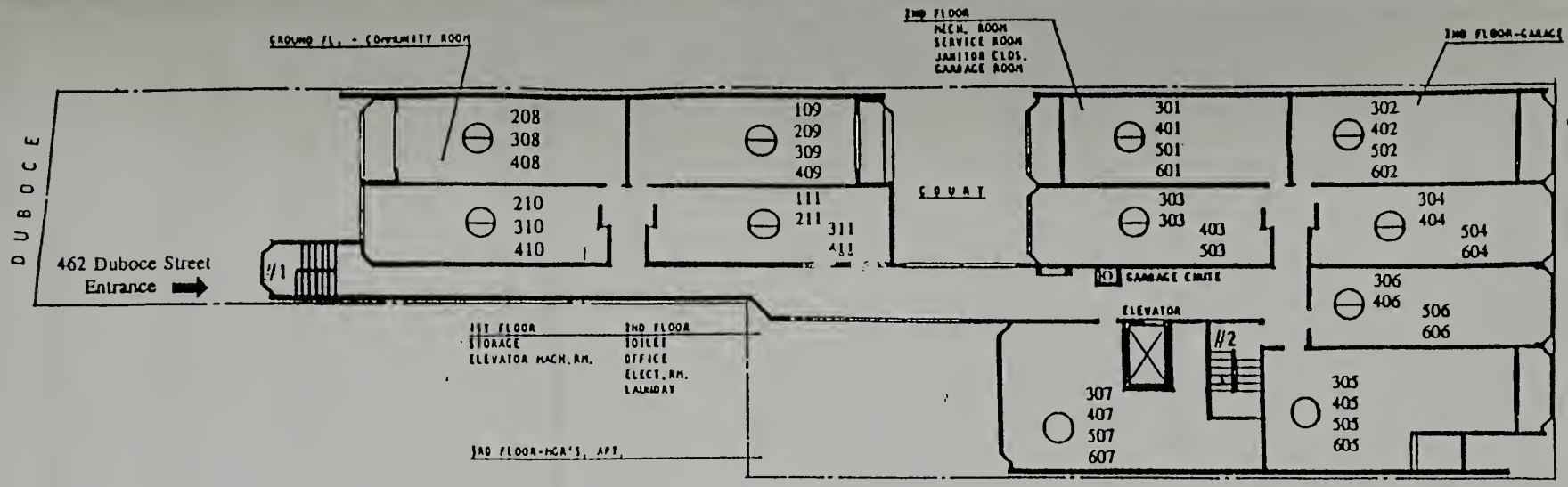
Applicant: 462 Duboce Street							
Address: 462 Duboce Street				San Francisco, CA 94117 (415) 715-3265			
Non-CDBG Line Funds	Project Name	Salaries & Wages	Consultants	Equipment	Material& Supplies	Total Program	Matching
1	See SFCC's application	$	$	$	$	$	
2		$	$	$	$	$	
3		$	$	$	$	$	
4		$	$	$	$	$	
5		$	$	$	$	$	
6		$	$	$	$	$	
7		$	$	$	$	$	
8		$	$	$	$	$	
9		$	$	$	$	$	
10		$	$	$	$	$	
11		$	$	$	$	$	
12		$	$	$	$	$	
13		$	$	$	$	$	
14		$	$	$	$	$	
15		$	$	$	$	$	
16		$	$	$	$	$	
17		$	$	$	$	$	
18		$	$	$	$	$	
19		$	$	$	$	$	
20		$	$	$	$	$	
21		$	$	$	$	$	
22		$	$	$	$	$	
23		$	$	$	$	$	

Schedule G: Photographs of Proposed Improvement Site

2003 Public Space Improvement and Capital Programs Only

Site Address: 462 Duboce Street, San Francisco, CA 94102-3330

Please provide two photographs that best show the areas of proposed improvements



GROUND FLOOR THRU' 6TH FLOOR

NORTH

LEGEND	UNIT DISTRIBUTION	
ENTRANCE & MAIL BOX LOC.	0 - BR	34
0 - Bedroom Apartment	1 - BR	8
1 - Bedroom Apartment	2 - BR	
2 - Bedroom Apartment	3 - BR	
3 - Bedroom Apartment	4 - BR	
4 - Bedroom Apartment	5 - BR	
5 - Bedroom Apartment		
	TOTAL	42

1971	CAL. 1-30A 462 DUBOCE STREET	REV.
	ADDRESS MAP	8-4-92
	HOUSING AUTHORITY OF THE CITY AND COUNTY SAN FRANCISCO	

2003 CDBG/ESG APPLICATION

A. PRELIMINARY INFORMATION

Organization Name: SAN FRANCISCO HOUSING AUTHORITY

Street Address: 440 TURK STREET San Francisco, CA 94102-3330

Main Telephone: 415-554-1296 Fax: 415-241-1029 Website Address: www.sfha.org

Project Location(if different): 951 Eddy Street San Francisco, CA 94109-7712

Executive Director: Gregg Fortner Phone: 415-554-1296 x ____ E-mail: fortnerg@sfha.org

Board President: Sululagi Palega, Sr. Phone: 415-554-1287 x ____ E-mail: _____

Contact Person: Alicia Sisca Phone: 415-715-3265 x ____ E-mail: siscaa@sfha.org

1. Check the box below that corresponds with the program activity of this proposal. **Check only one.** (See Section III in the preceding Information Packet for a description of each program activity.)

Economic Development ____	Existing Facilities Rehabilitation ____	Emergency Shelter Program ____
Housing Program Admin ____	Micro-Enterprise Assistance ____	Neighborhood Centers ____
New Facilities Development ____	Planning and Capacity Building ____	Public Services ____
Public Space Improvements ✓		

(MOCD will reclassify proposals that are incorrectly classified under another program area.)

2. Amount requested: $_____ Total Program/Construction Budget: $ _____
Total Organizational Budget: Operating Subsidy for 6000 Public Housing Units $ 174,957,852

3. Provide a brief summary of the proposed program/project in the space provided.

Outdoor community space improvement in a senior development

4. **I certify that the information in this application is true.**

Gregg Fortner _____ 1/22/03
Executive Director (Please Print) Signature of Executive Director Date

5. **I certify that the Board of Directors has approved the submission of this application:**

Sululagi Palega _____ 1/23/03
Board President (Please Print) Signature of Board President Date

6. Which priority objective does your proposal address? (check only one):

☐ a) Preservation of existing or the development of new affordable housing
☐ b) Preservation of existing or the development of new neighborhood facilities
☐ c) Creation, retention or expansion of small businesses and economic development
☒ d) Neighborhood/community stabilization (this is the category that applies to current non-housing or economic development grants)

7. Previous CDBG/ESG funding received for this program (not the organization):

1999 $ _____ 2000 $ _____ 2001 $ _____

8. MOCD expects organizations to leverage other funds. List other funders from whom you have or plan to seek funding for this proposed program or project.

Funder	Date Submitted	Requested Amount	Status of Request

9. For new Public Services requests or existing Public Service grantees requesting increased funding: Check the category that best describes the nature of your proposal:

____ Program targets out of school, unemployed or underemployed youth ages 18-25, particularly those youth leaving foster care

____ Program builds cultural and language capacity into existing programs to more effectively address the needs of underserved language populations in existing service areas. Please indicate proposed neighborhood(s) and languages/ethnicity. _____

_____

____ Program that clearly identifies and responds to critical service gaps or new needs not eligible under other funding streams. Please identify the specific service gap/new need: _____

_____

____ In collaboration with one or more local organizations, program expands services to underserved geographic neighborhood. Please identify the underserved neighborhood: _____

_____ This organization is applying as a neighborhood center

10. For all applicants, please respond to the following program and physical accessibility questions:

a. What was the last date an agency representative attended an ADA training dealing with programmatic access issues? Who coordinated or requested the training?

b. What was the last date an agency representative attended an ADA training dealing with physical access issues? Who coordinated or requested the training?
June 2002 – MOCD/MOD

c. What was the last date an accessibility survey was completed for the program or for the facility for which you are currently requesting funding? Who conducted or requested the survey?

NO SURVEYS WERE CONDUCTED FOR THIS FACILITY.

d. Were there any findings in which your program was not in compliance with the ADA requirements? If so, what was the finding and how has it been resolved?

e. Has your agency received any complaints regarding ADA compliance during the past year? If so, what was the nature of the complaint and how has it been resolved?

NO COMPLAINTS HAVE BEEN RECEIVED DURING THE PAST YEAR

B. ORGANIZATIONAL BACKGROUND (2 page limit)

Please provide the following organizational information. This information will be used to determine the organization's experience and capacity to successfully achieve the proposal's desired outcomes. The information provided must include:

1. Organization's mission statement

2. History, including types of services provided/activities conducted, CDBG track record and accomplishments (If applicable, please detail if you have met, exceeded, or been unable to meet MOCD work plan goals in the current and prior program years.)

3. Neighborhood involvement beyond the specific services of the organization (such as neighborhood collaborator, convenor, supporter of other events/services, provide space for other organizations/events)

The San Francisco Housing Authority currently manages some 6,000 units of public housing in over 48 developments located throughout the city. The 16th largest agency in the nation, it provides over 25 thousand low-income residents with affordable housing, with more than 2,200 of the residents being seniors and disabled citizens.
Approximately one-half of our public housing residents are African-Americans. About one-fifth are Asian-Americans and approximately one-fourth are 55 years or older.
Due to the 98% plus occupancy rate in public housing, residents often must wait for up to three years to obtain either Section 8 (leased housing) or a public housing apartment.

The Housing Authority Today
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   - Alicia Sisca, Senior Project Manager
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3. 951 Eddy Street, San Francisco, CA 94102-7712

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Note: HUD is expected to issue new income limits in 2002.

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Bernal Heights/Outer Mission	_____%	Sunset	_____%
Chinatown/North Beach	_____%	Tenderloin	100 %
Excelsior/Outer Mission	_____%	Treasure Island	_____%
Mission	_____%	Visitacion Valley	_____%
OMI	_____%	Western Addition	_____%
Potrero Hill	_____%	Other: _____	_____%
Richmond	_____%	Other: _____	_____%

3. For Public Space Improvements or other projects that do not directly benefit individuals, if your proposed program benefits an entire neighborhood or area (whose population is predominately lower income) identify the Census Tract #_____, Block Group #_____, and percentage low/moderate income _____%.

E. EVALUATION (Not for Capital or Planning Grants) (2 page limit)

(1) Describe how you evaluate the success of your program, including mechanisms for your target population to evaluate the program. (2) If you are applying for a program not currently funded by CDBG, please provide samples of your evaluation tools.

Annually, we submit comment forms to the residents of public housing requesting their evaluation of the facilities and the services being provided through CFP and other grants. Staff then evaluates this information and an implementation plan is prepared in the next three months. The outcome is then measured by the clients' satisfaction and feedback. Besides the current housing quality-standards being repaired, the need for security and playground and seating areas are one of the most requested issues to be addressed by the SFHA.

F. BOARD OF DIRECTORS

1. List your Board of Directors:

Name	Residence (S.F. Neighborhood or Other City)	Affiliation/Occupation
Sululagi Palega, Sr., President	Bay View, San Francisco	Employed
Julie Lee, Vice President	Sunset, San Francisco	Employed
George R. Brown, Commissioner	Ingleside, San Francisco	Employed
Betty J. Smith, Commissioner	Western Addition, San Francisco	Retired
Andrew J. Clark, Commissioner	West Portal	Employed
Neola Gans, Commissioner	Bernal Heights	Employed

2. Number of Board members required by your by-laws: 7
   Total number of current Board members: 6

3. Complete the following table for your Board of Directors:

Category	#		Category	#
Residents of Neighborhood Served	5		Present/Former Program Beneficiaries	5
Ethnic/Racial Minority Persons	6		Women	
Present/former lower income persons	6		Lesbian, Gay, Bisexual, Transgender *	
Disabled				
Number of board members required under by-laws	7			

* Please count those that openly identify as lesbian, gay, bisexual or transgender.

G. ADDITIONAL CONSIDERATIONS (2 page limit)

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- Involvement in formal collaboratives or contribution to a coordinated system of readily accessible and comprehensive services; relationships and linkages between the proposed activity and other programs and agencies to ensure clients have access to a full range of necessary services;
- Efforts to increase direct services to the very and extremely low income;
- Involvement/recruitment of lower income neighborhood residents/needs population on the Board of Directors, in program design and/or evaluation, staff, etc.;
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- Proposed program addresses need(s) identified in neighborhood or other strategic plans.

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1. The proposed installation of patio furniture in 951 Eddy Street senior development, will be implemented through the San Francisco Conservation Corps in consultation with the SFHA staff and residents, creating a collaboration of efforts and services, from which the Housing Authority residents will benefit. In addition, the SFHA's Customer Service Administration Department will provide for appropriate preventive maintenance programs, which employs residents of our residential sites to maintain the grounds and capital improvements at the residential developments.

2. In May 1998, the SFHA signed a Memorandum of Understanding (MOU) with the Department of Social Services of the City and County of San Francisco. In this MOU, provisions are being made to assist our clients who were formerly on AFDC, to obtain assistance through the January 1998 welfare-based Cal-Works Program and Temporary Assistance for Needy Families (TANF).

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H. FORMS

Please refer to the Application Checklist to determine which schedules must be completed. If you have any questions, contact MOCD.

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- Schedule B: Budget Worksheet
- Schedule 2: Current Grantees Requesting Increased Funding in Public Services, Economic Development or Micro-enterprise Development)
- Schedule 3: Neighborhood Centers Program
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- Schedule E: Public Space Improvement Budget Detail
- Schedule F: Public Access to Records and Meetings of Nonprofit Organizations (Chapter 12L San Francisco Administrative Code)
- Schedule G: Photographs of Proposed Improvement Site

Schedule D: Program Detail (2002 Public Space Improvement Program Only)

Applicant: 951 Eddy Street								
Address: 951 Eddy Street					San Francisco, CA 94109 (415)715-3265			
Project Name	Address	Census Tract/ Block Group	% Low/ Mod	Eligibility	Improvements	Cost	Program Benefiting	# of Unduplicated Users
	See SFCC's application							33

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Schedule E: Budget Detail (2002 Public Space Improvement Program Only)

Applicant: 951 Eddy Street							
Address: 951 Eddy Street			San Francisco, CA 94109 (415) 715-3265				
Line	Project Name	Salaries & Wages	Consultants	Equipment	Material& Supplies	Total Program	Non-CDBG Matching Funds
1	See SFCC's application	$	$	$	$	$	
2		$	$	$	$	$	
3		$	$	$	$	$	
4		$	$	$	$	$	
5		$	$	$	$	$	
6		$	$	$	$	$	
7		$	$	$	$	$	
8		$	$	$	$	$	
9		$	$	$	$	$	
10		$	$	$	$	$	
11		$	$	$	$	$	
12		$	$	$	$	$	
13		$	$	$	$	$	
14		$	$	$	$	$	
15		$	$	$	$	$	
16		$	$	$	$	$	
17		$	$	$	$	$	
18		$	$	$	$	$	
19		$	$	$	$	$	
20		$	$	$	$	$	
21		$	$	$	$	$	
22		$	$	$	$	$	
23		$	$	$	$	$	

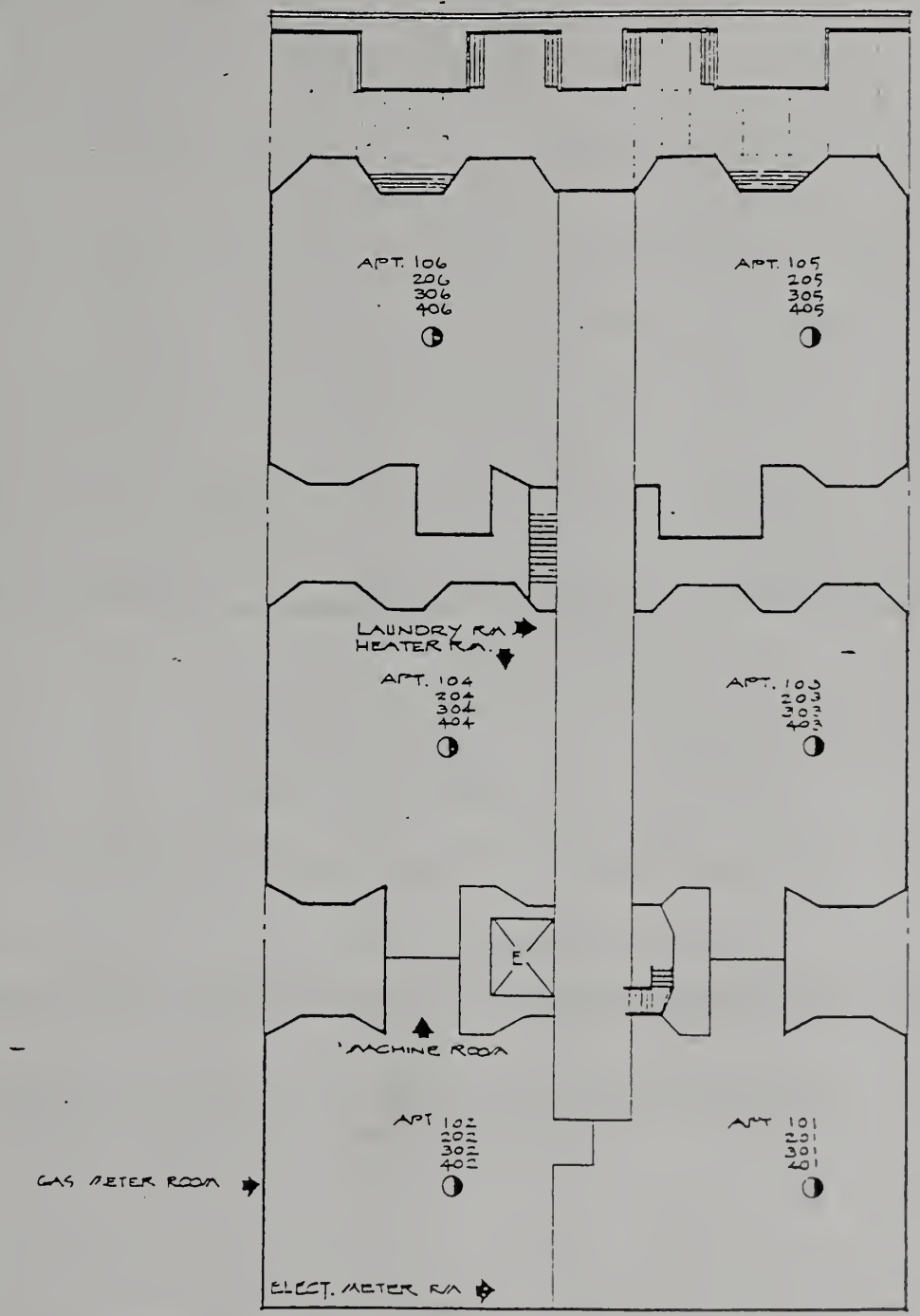
Schedule G: Photographs of Proposed Improvement Site

2003 Public Space Improvement and Capital Programs Only

Site Address: 951 Eddy Street, San Francisco, CA 94109-7712

Please provide two photographs that best show the areas of proposed improvements

CAL 1-39B, 951 Eddy Street
Patio Area



LEGEND	UNIT DISTRIBUTION	ADDRESS MAP
0- Bedroom Apartment 1- Bedroom Apartment 2- Bedroom Apartment 3- Bedroom Apartment 4- Bedroom Apartment 5- Bedroom Apartment E - ELEVATOR ⇦ - MAIN ENTRANCE ◀ - APARTMENT ENTRANCE	0 Bedroom - 1 Bedroom - 2 Bedroom - 24 3 Bedroom - 4 Bedroom - 5 Bedroom - TOTAL - 24	HOUSING AUTHORITY OF THE CITY & COUNTY OF SAN FRANCISCO CAL 1-39b DATE: NOV 1, 1979 MAP NO. PM 4705

2003 CDBG/ESG APPLICATION

A. PRELIMINARY INFORMATION

Organization Name: SAN FRANCISCO HOUSING AUTHORITY

Street Address: 440 TURK STREET San Francisco, CA 94102-3330

Main Telephone: 415-554-1296 Fax: 415-241-1029 Website Address: www.sfha.org

Project Location(if different): 345 Arguello Street San Francisco, CA 94118-1474

Executive Director: Gregg Fortner Phone: 415-554-1296 x ____ E-mail: fortnerg@sfha.org

Board President: Sululagi Palega, Sr. Phone: 415-554-1287 x ____ E-mail: _____

Contact Person: Alicia Sisca Phone: 415-715-3265 x ____ E-mail: siscaa@sfha.org

1. Check the box below that corresponds with the program activity of this proposal. **Check only one.** (See Section III in the preceding Information Packet for a description of each program activity.)

Economic Development	____	Existing Facilities Rehabilitation	____	Emergency Shelter Program	____
Housing Program Admin	____	Micro-Enterprise Assistance	____	Neighborhood Centers	____
New Facilities Development	____	Planning and Capacity Building	____	Public Services	____
Public Space Improvements	✓				

(MOCD will reclassify proposals that are incorrectly classified under another program area.)

2. Amount requested: $_____ Total Program/Construction Budget: $ _____
Total Organizational Budget: Operating Subsidy for 6000 Public Housing Units $ 174,957,852

3. Provide a brief summary of the proposed program/project in the space provided.

Outdoor community space improvement in a senior development

4. **I certify that the information in this application is true.**

Gregg Fortner _____ 1/22/03
Executive Director (Please Print) Signature of Executive Director Date

5. **I certify that the Board of Directors has approved the submission of this application:**

Sululagi Palega, Sr. _____ 1/23/03
Board President (Please Print) Signature of Board President Date

6. Which priority objective does your proposal address? (check only one):

☐ a) Preservation of existing or the development of new affordable housing
☐ b) Preservation of existing or the development of new neighborhood facilities
☐ c) Creation, retention or expansion of small businesses and economic development
☒ d) Neighborhood/community stabilization (this is the category that applies to current non-housing or economic development grants)

7. Previous CDBG/ESG funding received for <u>this</u> program (not the organization):

2000 $ _____ 2001 $ _____ 2002 $ _____

8. MOCD expects organizations to leverage other funds. List other funders from whom you have or plan to seek funding for this proposed program or project.

Funder	Date Submitted	Requested Amount	Status of Request

9. For new Public Services requests or existing Public Services grantees requesting increased funding: Check the category that best describes the nature of your proposal:

____ Program targets out of school, unemployed or underemployed youth ages 18-25, particularly those youth leaving foster care

____ Program builds cultural and language capacity into existing programs to more effectively address the needs of underserved language populations in existing service areas. Please indicate proposed neighborhood(s) and languages/ethnicity. _____

_____

____ Program that clearly identifies and responds to critical service gaps or new needs not eligible under other funding streams. Please identify the specific service gap/new need: _____

_____

_____ In collaboration with one or more local organizations, program expands services to underserved geographic neighborhood. Please identify the underserved neighborhood: _____

_____ This organization is applying as a neighborhood center

10. For all applicants, please respond to the following program and physical accessibility questions:

a. What was the last date an agency representative attended an ADA training dealing with <u>programmatic</u> access issues? Who coordinated or requested the training?

b. What was the last date an agency representative attended an ADA training dealing with physical access issues? Who coordinated or requested the training?
June 2002 – MOCD/MOD

c. What was the last date an accessibility survey was completed for the program or for the facility for which you are currently requesting funding? Who conducted or requested the survey?

NO SURVEYS WERE CONDUCTED FOR THIS FACILITY.

d. Were there any findings in which your program was not in compliance with the ADA requirements? If so, what was the finding and how has it been resolved?

e. Has your agency received any complaints regarding ADA compliance during the past year? If so, what was the nature of the complaint and how has it been resolved?

NO COMPLAINTS HAVE BEEN RECEIVED DURING THE PAST YEAR

B. ORGANIZATIONAL BACKGROUND (2 page limit)

Please provide the following organizational information. This information will be used to determine the organization's experience and capacity to successfully achieve the proposal's desired outcomes. The information provided must include:

1. Organization's mission statement

2. History, including types of services provided/activities conducted, CDBG track record and accomplishments (If applicable, please detail if you have met, exceeded, or been unable to meet MOCD work plan goals in the current and prior program years.)

3. Neighborhood involvement beyond the specific services of the organization (such as neighborhood collaborator, convenor, supporter of other events/services, provide space for other organizations/events)

The San Francisco Housing Authority currently manages some 6,000 units of public housing in over 48 developments located throughout the city. The 16th largest agency in the nation, it provides over 25 thousand low-income residents with affordable housing, with more than 2,200 of the residents being seniors and disabled citizens.
Approximately one-half of our public housing residents are African-Americans. About one-fifth are Asian-Americans and approximately one-fourth are 55 years or older.
Due to the 98% plus occupancy rate in public housing, residents often must wait for up to three years to obtain either Section 8 (leased housing) or a public housing apartment.

The Housing Authority Today
Of the 25,143 residents who live in units managed by the SFHA, about one-half are children under the age of 17. Single parents head over half of SFHA families. In developments under the agency's drug elimination program, the figure runs to 80 per cent. The average income of SFHA families is under $11,000 a year. Residents pay 30 per cent of their income for their apartments, on average $223 per month. The remainder comes from federal and state subsidies.

The Leased Housing Program
In addition to managing nearly 6,000 units of conventional housing, the Authority administers over 6,200 units of Leased (Section 8) housing in the City and County of San Francisco. The Section 8 program expands opportunities for rental assistance to low income families by utilizing existing housing units that are privately owned, thereby meeting the individual needs of families by offering them freedom of choice in finding a unit suitable to their needs and desires. Tenants pay a portion of their income towards rent and the SFHA pays the balance directly to the landlord.

Building for the Future - HOPE VI
Under the HOPE VI program funded by the Department of Housing and Urban Development (HUD), the San Francisco Housing Authority is in the middle of a massive program to renovate and rebuild a series of dilapidated housing developments. This $270 million program will result in 945 new public housing units and 653 affordable units for low-income San Franciscans.
The first of these developments, Hayes Valley, was completed in 1999. This fall, residents will move into units in the new Bernal Dwellings Development. Groundbreaking for the Plaza East Development in the Western Addition took place in July 2000. Demolition of the 50 year-old North Beach Development was completed on 2002 and reconstruction of a new development started. Not long afterwards, work will begin on the reconstruction of Valencia Gardens in San Francisco's Mission District.

Rehabilitating Our Housing

The SFHA is also in the process of rehabilitating the "**Big Four**" family developments. **Sunnydale**, **Potrero Terrace**, **Alice Griffith**, and **Hunter's Point** have undergone significant renovation and maintenance has also been greatly improved. The San Francisco Housing Authority directors and staff have implemented a comprehensive plan of physical, social and maintenance programs for each housing complex. This work is being done in consultation with elected leaders at each site. Whenever possible, residents also assist in the program's implementation.

Social Services

San Francisco Housing Authority Social Services is a collaborative effort to use community-based initiatives to help public housing residents take advantage of programs that are available in the Bay Area. Among these are welfare to work initiatives designed to train and employ public housing residents. These have been established in conjunction with city government, community-based social service organizations, and labor unions.

Over 2400 residents are now employed in public or private sector jobs, or are participating in job training programs. **The Youth Apprenticeship Program** trains residents in the skills they will need to find jobs in the building trades. This has been accomplished thanks to the cooperation and support of several major craft unions.

Computer Learning Centers

The Authority has opened 10 **Computer Learning Centers** to train residents in skills essential to the modern workplace. Nearly a million dollars in independent funding has been raised to buy computers, pay staff and set up tutorial programs throughout our developments. Partnerships have been established with the mayor's office, with educational institutions, equipment manufacturers and training groups and foundations to make this program work.

San Francisco Housing Authority's Board of Commissioners developed a comprehensive plan for a continuum of employment and related work development activities.

The SFHA administration has taken bold steps to engage those who have been left out of the traditional job market through a full range of employment opportunities for its residents. This strategy is tied to linking people back to their leases and their family roles and responsibilities.

C. PROGRAM DESCRIPTION

1. Please describe the proposed program or project, particularly the portion to be funded by CDBG. Please include information on the community need(s) to be addressed and how you intend to meet those needs. Also indicate the desired outcome or final work product. Be sure to delineate your outreach and service delivery methodologies. *If you are applying for an ED or MEA grant, please refer to key performance criteria listed for ED/MEA before completing this section.* **(3 page limit)**

2. Program staffing, including qualifications of staff to carry out program:

3. Location of services:

4. For capital projects, (1) describe the expanded or new services that will be provided as a result of the physical improvements and the number of persons to be served; and (2) provide a detailed schedule for implementation (design services, permit, bidding, construction start and completion, etc.)

---

1. In the year 2000, the SFHA finished refurbishing all 22 high-rise senior citizen developments. As part of the improvements, all the units have been rehabilitated with new bathrooms and kitchens where necessary, new flooring, new draperies, and they have been fully re-painted. Accessibility codes and regulations have been implemented in many units and indoor public areas have been totally modernized and updated. Currently, the grounds are being landscaped and restored with verdant new plants, but all this work will go unnoticed if the residents have no place to sit and enjoy the lush landscape. Many residents would like to spend more time outdoors for recreational activities or just to engage in friendly banter with neighbors and friends. New patio seating facilities and tables would allow for the aforementioned activities, which would help make the residents happier and healthier, but they would also promote a stronger sense of community among residents.

   The 245 Arguello Street Development has 69 units, which houses 81 residents, but there is limited recreation space for the residents.

   The patio furniture to be built at this site will provide much needed outdoor seating for various recreational activities. The construction of garden benches and tables will enable senior citizens of the residential development to use the outdoor space for contemplation, conversation and outdoor recreation. All residents of our public housing, be it senior citizens or non-seniors, stand to benefit from the services and employment opportunities afforded by this grant. There will be meetings with residents to design the project and to address any of their needs. Some residents may be trained and employed on the project.

2. Our trained staff at SFHA is qualified to carry out the responsibilities of the program including organization and implementation, as well as working with the residents and acquiring resident feedback. The primary staff for this program is as follows:
   - Barbara Smith, Housing Development and Modernization Department Administrator
   - Bob Dahlstrom, Acting Deputy Administrator
   - Alicia Sisca, Senior Project Manager
   - Jasmine Kuo, Project Manager

3. 245 Arguello Street, San Francisco, CA 94118-1474

Please do not forget to refer to the **Application Checklist** for additional Schedules to complete.

D. BENEFICIARY INFORMATION

CDBG programs must principally benefit lower income persons. (At least 51% of program beneficiaries must have household incomes less than 80% of the area median family income.) Please refer to the table below. In 2002, because the need for assistance is greatest at the lower end of the income scale, MOCD continues to encourage grantees to increase the share of their clients who are of extremely low income and/or very low income.

1. Project the percentages of clients income limits for the proposed activity using the table below:

	Income Limits By Household Size (Persons)								Proposed
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	
Extremely Low	$17,850	$20,400	$22,950	$25,500	$27,550	$29,600	$31,600	$33,650	100 %
Very Low	$29,750	$34,000	$38,250	$42,500	$45,900	$49,300	$52,700	$56,100	___%
Low	$47,600	$54,400	$61,200	$68,000	$73,450	$78,900	$84,300	$89,750	___%
Above Low	>$47,600	>$54,400	>$61,200	>$68,000	>$73,450	>$78,900	>$84,300	>$89,750	___%
								Total	100%

Note: HUD is expected to issue new income limits in 2002.

2. The CDBG program focuses on the most severely distressed neighborhoods. Programs should therefore be based in and primarily benefit lower income residents of such neighborhoods. Identify the neighborhood(s) to be served by your program and indicate the percentage of total program activity directed at each. (The table should total 100%.)

Bayview/Hunter's Point	_____%	South of Market	_____%
Bernal Heights/Outer Mission	_____%	Sunset	_____%
Chinatown/North Beach	_____%	Tenderloin	_____%
Excelsior/Outer Mission	_____%	Treasure Island	_____%
Mission	_____%	Visitacion Valley	_____%
OMI	_____%	Western Addition	_____%
Potrero Hill	_____%	Other: Presidio Heights	100 %
Richmond	_____%	Other: _____	_____%

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Schedule D: Program Detail (2002 Public Space Improvement Program Only)

Applicant: 345 Arguello Street								
Address: 345 Arguello Street						San Francisco, CA 94118 (415)715-3265		
Project Name	Address	Census Tract/ Block Group	% Low/ Mod	Eligibility	Improvements	Cost	Program Benefiting	# of Undupli-cated Users
	See SFCC's application							81

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Schedule E: Budget Detail (2002 Public Space Improvement Program Only)

Applicant: 345 Arguello Street

Address: 345 Arguello Street **San Francisco, CA 94118 (415) 715-3265**

Line	Project Name	Salaries & Wages	Consultants	Equipment	Material& Supplies	Total Program	Non-CDBG Matching Funds
1	**See SFCC's application**	$	$	$	$	$	
2		$	$	$	$	$	
3		$	$	$	$	$	
4		$	$	$	$	$	
5		$	$	$	$	$	
6		$	$	$	$	$	
7		$	$	$	$	$	
8		$	$	$	$	$	
9		$	$	$	$	$	
10		$	$	$	$	$	
11		$	$	$	$	$	
12		$	$	$	$	$	
13		$	$	$	$	$	
14		$	$	$	$	$	
15		$	$	$	$	$	
16		$	$	$	$	$	
17		$	$	$	$	$	
18		$	$	$	$	$	
19		$	$	$	$	$	
20		$	$	$	$	$	
21		$	$	$	$	$	
23		$	$	$	$	$	

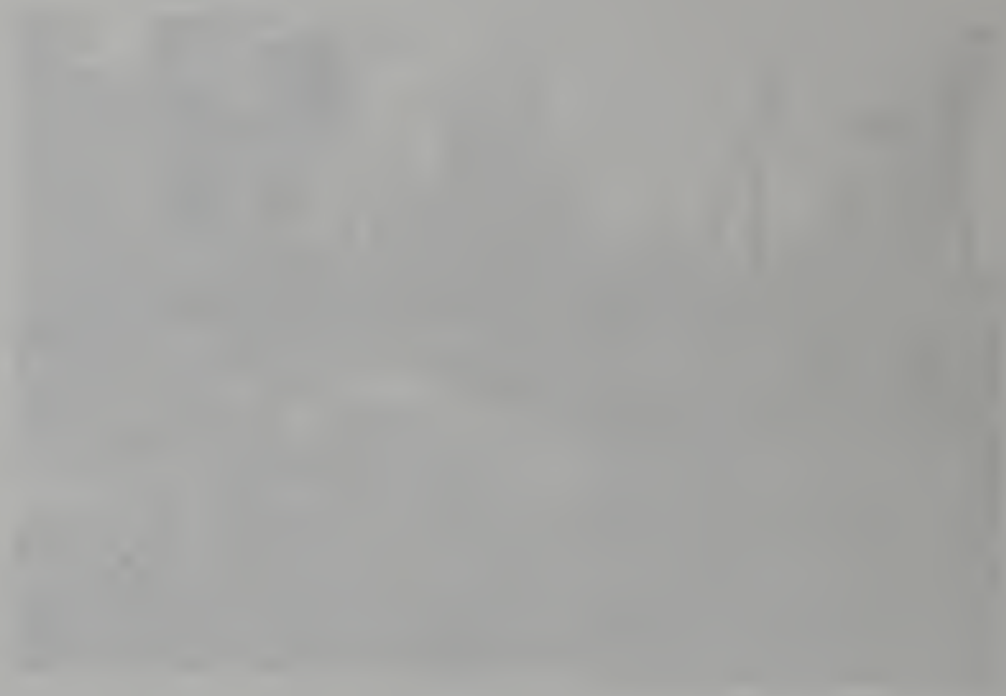
Schedule G: Photographs of Proposed Improvement Site

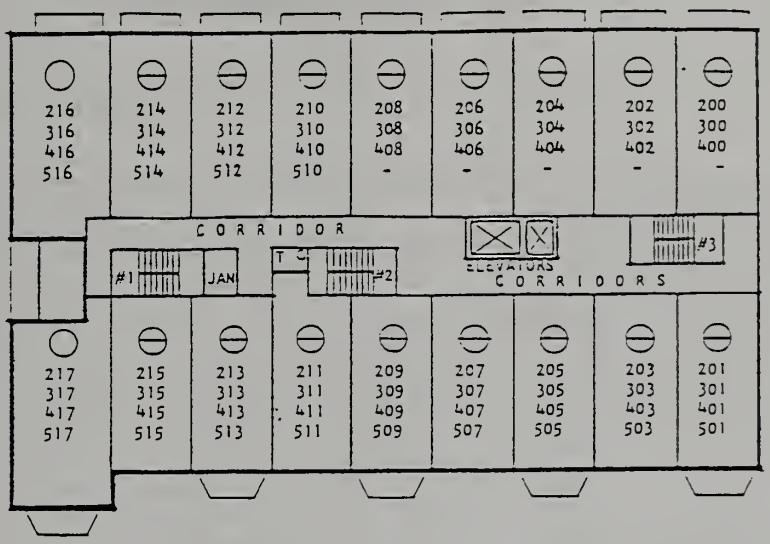
2003 Public Space Improvement and Capital Programs Only

Site Address: 245 Arguello Street, San Francisco, CA 94118-1474

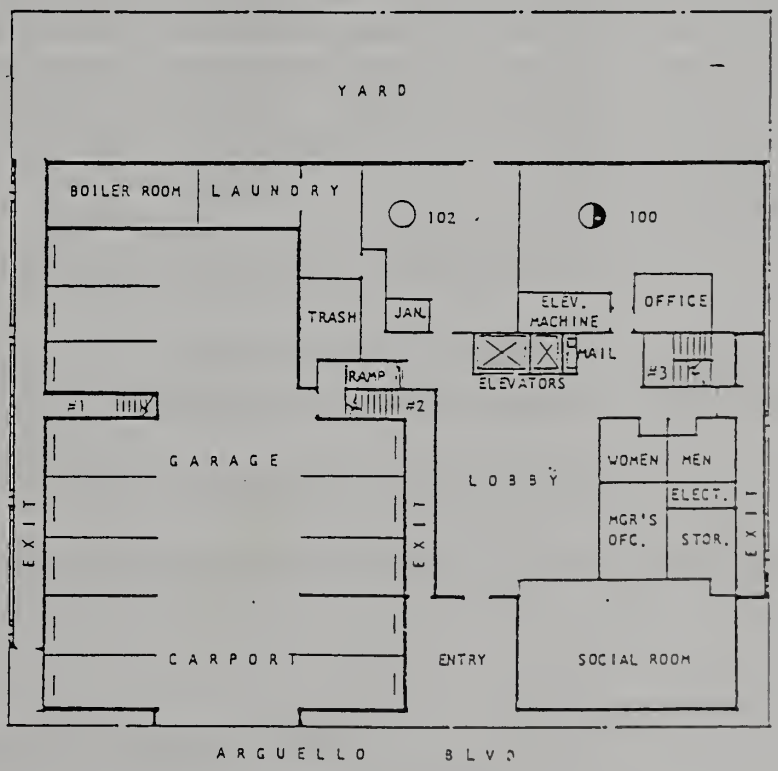
Please provide two photographs that best show the areas of proposed improvements

CAL 1-29, 345 Arguello Boulevard
Patio Area





2ND THRU' 5TH FLOOR PLAN



GROUND FLOOR PLAN

NORTH

Legend

- ENTRANCE & MAIL BOX LOC.
- M-MAIN ENTRANCE & MAIL BOX
- 0- Bedroom Apartment
- 1- Bedroom Apartment
- 2- Bedroom Apartment
- 3- Bedroom Apartment
- 4- Bedroom Apartment
- 5- Bedroom Apartment
- 6- Bedroom Apartment

UNIT DISTRIBUTION

0-BR	59
1-BR	9
2-BR	1
3-BR	-
4-BR	-
5-BR	-
6-BR	-
TOTAL	69

345 ARGUELLO BOULEVARD

PM 401

SAN FRANCISCO HOUSING AUTHORITY

ADDRESS MAP

CAL. 1-29

2003 CDBG/ESG Application

A. PRELIMINARY INFORMATION

Organization Name: SAN FRANCISCO HOUSING AUTHORITY

Street Address: 440 TURK STREET San Francisco, CA 94102-3330

Main Telephone: 415-554-1296 Fax: 415-241-1029 Website Address: www.sfha.org

Project Location(if different): Hunter's Point 'A' West San Francisco, CA 94124-2828

Executive Director: Gregg Fortner Phone: 415-554-1296 x ____ E-mail: fortnerg@sfha.org

Board President: Sululagi Palega, Sr. Phone: 415-554-1287 x ____ E-mail: _____

Contact Person: Alicia Sisca Phone: 415-715-3265 x ____ E-mail: siscaa@sfha.org

1. Check the box below that corresponds with the program activity of this proposal. **Check only one.** (See Section III in the preceding Information Packet for a description of each program activity.)

Economic Development ____	Existing Facilities Rehabilitation ____	Emergency Shelter Program ____
Housing Program Admin ____	Micro-Enterprise Assistance ____	New Facilities Development ____
Planning and Capacity Building ____	Public Services ____	Public Space Improvements ✓

(MOCD will reclassify proposals that are incorrectly classified under another program area.)

2. Amount requested: $_____ Total Program/Construction Budget: $ _____
   Total Organizational Budget: Operating Subsidy for 6000 Public Housing Units $ 174,957,852

3. Provide a brief summary of the proposed program/project in the space provided.

INSTALLATION OF PLAYGROUND EQUIPMENT IN A PUBLIC HOUSING FAMILY DEVELOPMENT

4. **I certify that the information in this application is true.**

Gregg Fortner _____ 1/23/03

Executive Director (Print Name) Signature of Executive Director Date

5. **I certify that the Board of Directors has approved the submission of this application:**

Sululagi Palega, Sr. _____ 1/23/03

Board President (Print Name) Signature of Board President Date

6. Which priority objective does your proposal address? (check only one):

☐ a) Preservation of existing or the development of new affordable housing
☐ b) Preservation of existing or the development of new neighborhood facilities
☐ c) Creation, retention or expansion of small businesses and economic development
☒ d) Neighborhood/community stabilization (this is the category that applies to current non-housing or economic development grants)

7. Previous CDBG/ESG funding received for this program (not the organization):

2000 $ _____ 2001 $ _____ 2002 $ _____

8. MOCD expects organizations to leverage other funds. List other funders from whom you have or plan to seek funding for this proposed program or project.

Funder	Date Submitted	Requested Amount	Status of Request

9. For new Public Services requests or existing Public Services grantees requesting increased funding: Check the category that best describes the nature of your proposal:

____ Program targets out of school, unemployed or underemployed youth ages 18-25, particularly those youth leaving foster care

____ Program builds cultural and language capacity into existing programs to more effectively address the needs of underserved language populations in existing service areas. Please indicate proposed neighborhood(s) and languages/ethnicity. _____

_____

____ Program that clearly identifies and responds to critical service gaps or new needs not eligible under other funding streams. Please identify the specific service gap/new need: _____

_____

_____ In collaboration with one or more local organizations, program expands services to underserved geographic neighborhood. Please identify the underserved neighborhood: _____

_____ This organization is applying as a neighborhood center

10. For all applicants, please respond to the following program and physical accessibility questions:

a. What was the last date an agency representative attended an ADA training dealing with programmatic access issues? Who coordinated or requested the training?

June 2002

b. What was the last date an agency representative attended an ADA training dealing with physical access issues? Who coordinated or requested the training?
June 2002 – MOCD/MOD

c. What was the last date an accessibility survey was completed for the program or for the facility for which you are currently requesting funding? Who conducted or requested the survey?

NO SURVEYS WERE CONDUCTED FOR THIS FACILITY.

d. Were there any findings in which your program was not in compliance with the ADA requirements? If so, what was the finding and how has it been resolved?

e. Has your agency received any complaints regarding ADA compliance during the past year? If so, what was the nature of the complaint and how has it been resolved?

NO COMPLAINTS HAVE BEEN RECEIVED DURING THE PAST YEAR

B. ORGANIZATIONAL BACKGROUND

Please provide the following organizational information. **(2 page limit)** This information will be used to determine the organization's experience and capacity to successfully achieve the proposal's desired outcomes. The information provided must include:

1. Organization's mission statement

2. History, including types of services provided/activities conducted, CDBG track record and accomplishments (If applicable, please detail if you have met, exceeded, or been unable to meet MOCD work plan goals in the current and prior program years.)

3. Neighborhood involvement beyond the specific services of the organization (such as neighborhood collaborator, convenor, supporter of other events/services, provide space for other organizations/events)

The San Francisco Housing Authority currently manages some 6,000 units of public housing in over 48 developments located throughout the city. The 16th largest agency in the nation, it provides over 25 thousand low-income residents with affordable housing, with more than 2,200 of the residents being seniors and disabled citizens. Approximately one-half of our public housing residents are African-Americans. About one-fifth are Asian-Americans and approximately one-fourth are 55 years or older.
Due to the 98% plus occupancy rate in public housing, residents often must wait for up to three years to obtain either Section 8 (leased housing) or a public housing apartment.

The Housing Authority Today
Of the 25,143 residents who live in units managed by the SFHA, about one-half are children under the age of 17. Single parents head over half of SFHA families. In developments under the agency's drug elimination program, the figure runs to 80 per cent. The average income of SFHA families is under $11,000 a year. Residents pay 30 per cent of their income for their apartments, on average $223 per month. The remainder comes from federal and state subsidies.

The Leased Housing Program
In addition to managing nearly 6,000 units of conventional housing, the Authority administers over 6,200 units of Leased (Section 8) housing in the City and County of San Francisco. The Section 8 program expands opportunities for rental assistance to low income families by utilizing existing housing units that are privately owned, thereby meeting the individual needs of families by offering them freedom of choice in finding a unit suitable to their needs and desires. Tenants pay a portion of their income towards rent and the SFHA pays the balance directly to the landlord.

Building for the Future - HOPE VI
Under the HOPE VI program funded by the Department of Housing and Urban Development (HUD), the San Francisco Housing Authority is in the middle of a massive program to renovate and rebuild a series of dilapidated housing developments. This $270 million program will result in 945 new public housing units and 653 affordable units for low-income San Franciscans.
The first of these developments, Hayes Valley, was completed in 1999. This fall, residents will move into units in the new Bernal Dwellings Development. Groundbreaking for the Plaza East Development in the Western Addition took place in July 2000. Demolition of the 50 year-old North Beach Development was completed on 2002 and reconstruction of a new development started. Not long afterwards, work will begin on the reconstruction of Valencia Gardens in San Francisco's Mission District.

Rehabilitating Our Housing
The SFHA is also in the process of rehabilitating the "**Big Four**" family developments. **Sunnydale**, **Potrero Terrace**, **Alice Griffith**, and **Hunter's Point** have undergone significant renovation and maintenance has also been greatly improved. The San Francisco Housing Authority directors and staff have implemented a comprehensive plan

of physical, social and maintenance programs for each housing complex. This work is being done in consultation with elected leaders at each site. Whenever possible, residents also assist in the program's implementation.

Social Services

San Francisco Housing Authority Social Services is a collaborative effort to use community-based initiatives to help public housing residents take advantage of programs that are available in the Bay Area. Among these are welfare to work initiatives designed to train and employ public housing residents. These have been established in conjunction with city government, community-based social service organizations, and labor unions.

Over 2400 residents are now employed in public or private sector jobs, or are participating in job training programs. **The Youth Apprenticeship Program** trains residents in the skills they will need to find jobs in the building trades. This has been accomplished thanks to the cooperation and support of several major craft unions.

Computer Learning Centers

The Authority has opened 10 **Computer Learning Centers** to train residents in skills essential to the modern workplace. Nearly a million dollars in independent funding has been raised to buy computers, pay staff and set up tutorial programs throughout our developments. Partnerships have been established with the mayor's office, with educational institutions, equipment manufacturers and training groups and foundations to make this program work.

San Francisco Housing Authority's Board of Commissioners developed a comprehensive plan for a continuum of employment and related work development activities.

The SFHA administration has taken bold steps to engage those who have been left out of the traditional job market through a full range of employment opportunities for its residents. This strategy is tied to linking people back to their leases and their family roles and responsibilities.

C. PROGRAM DESCRIPTION

1. Please describe the proposed program or project, particularly the portion to be funded by CDBG. Please include information on the community need(s) to be addressed and how you intend to meet those needs. Also indicate the desired outcome or final work product. Be sure to delineate your outreach and service delivery methodologies. *If you are applying for an ED or MEA grant, please refer to key performance criteria listed on page 10 for ED/MEA before completing this section.* **(3 page limit)**

   The Hunter's Point 'A' West family development has 133 units and serves a population of 347 residents with 139 children under the age of 13, which constitutes 40% of the total population. Common space playground equipment would be a valuable asset for the younger residents.

   Children health and safety are a major concern in our public housing residential developments. Many of our sites are over 40 years old and the existing playgrounds are makeshift and they are non-compliant with 504 accessibility codes and regulations, or they are old playgrounds that were manufactured in non-anodized steel and have, in time, corroded to dangerous conditions. As part of the overall refurbishment of the SFHA, playgrounds are an important part of the community life in the residential developments. Children constitute almost 50% of the resident population and most do not have a place for recreation. We have also addressed this issue through the Social Services Division, in which we will be assisting residents in starting their own childcare business, among many ideas, and improve their sense of community.

   The playground will provide for a safe space for the children of this housing development. Our low-income families do not have readily available services or in-house capacity to entertain their children and rely on adjacent facilities for their children to play. Currently, they have no facilities or the facilities are corroded, broken or unsafe, and are not accessible for the physically challenged. The construction of a playground facility will either replace or build a space for the children of the public housing residential development to play in a safe, decent and secure facility that will be built to comply with accessibility codes and regulations.

2. Program staffing, including qualifications of staff to carry out program:

   Our trained staff at SFHA is qualified to carry out the responsibilities of the program including organization and implementation, as well as working with the residents and acquiring resident feedback. The primary staff for this program is as follows:
   - Barbara Smith, Housing Development and Modernization Department Administrator
   - Bob Dahlstrom, Acting Deputy Administrator
   - Alicia Sisca, Senior Project Manager
   - Jasmine Kuo, Project Manager

3. Location of services:

   CAL 1-17 (A), Hunter's Point A West

   Between units 1080-1096 Palou Ave. and units 1065-1077 Oakdale Ave. San Francisco, 94124-2828

4. For capital projects, (1) describe the expanded or new services that will be provided as a result of the physical improvements and the number of persons to be served; and (2) provide a detailed schedule for implementation (design services, permit, bidding, construction start and completion, etc.)

Please do not forget to refer to the **Application Checklist** for additional Schedules to complete.

D. BENEFICIARY INFORMATION

CDBG programs must principally benefit lower income persons. (At least 51% of program beneficiaries must have household incomes less than 80% of the area median family income.) Please refer to the table below. In 2002, because the need for assistance is greatest at the lower end of the income scale, MOCD continues to encourage grantees to increase the share of their clients who are of extremely low income and/or very low income.

1. Project the percentages of clients income limits for the proposed activity using the table below:

	Income Limits By Household Size (Persons)								**Proposed**
	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	
Extremely Low	$21,400	$24,450	$27,500	$30,550	$33,000	$35,450	$37,850	$40,300	100%
Very Low	$35,650	$40,700	$45,800	$50,900	$54,950	$59,050	$63,100	$67,200	____%
Low	$57,000	$65,150	$73,300	$81,450	$87,950	$94,450	$101,000	$107,500	____%
Above Low	>$57,000	>$65,150	>$73,300	>$81,450	>$87,950	>$94,450	>$101,000	>$107,500	____%
								Total	100%

Note: HUD is expected to issue new income limits in 2003.

2. The CDBG program focuses on the most severely distressed neighborhoods. Programs should therefore be based in and primarily benefit lower income residents of such neighborhoods. Identify the neighborhood(s) to be served by your program and indicate the percentage of total program activity directed at each. (The table should total 100%.)

Bayview/Hunter's Point	100%	South of Market	_____%
Bernal Heights/Outer Mission	_____%	Sunset	_____%
Chinatown/North Beach	_____%	Tenderloin	_____%
Excelsior/Outer Mission	_____%	Treasure Island	_____%
Mission	_____%	Visitacion Valley	_____%
Ocean/Merced/Ingleside (OMI)	_____%	Western Addition	_____%
Potrero Hill	_____%	Other: _____	_____%
Richmond	_____%	Other: _____	_____%

3. For Public Space Improvements or other projects that do not directly benefit individuals, if your proposed program benefits an entire neighborhood or area (whose population is predominately lower income) identify the Census Tract #_____, Block Group #_____, and percentage low/moderate income _____%. If unsure, please call Diana Hsu at 252-3106.

E. EVALUATION

Not for Capital or Planning Projects

(1) Describe how you evaluate the success of your program, including mechanisms for your target population to evaluate the program. (2) If you are applying for a program not currently funded by CDBG, please provide samples of your evaluation tools. **(2 page limit)**

Annually, we submit comment forms to the residents of public housing requesting their evaluation of the facilities and the services being provided through CFP and other grants. Staff then evaluates this information and an implementation plan is prepared in the next three months. The outcome is then measured by the clients' satisfaction and feedback. Besides the current housing quality-standards being repaired, the need for security and playground and seating areas are one of the most requested issues to be addressed by the SFHA.

F. BOARD OF DIRECTORS

1. List your Board of Directors:

Name	Residence (S.F. Neighborhood or Other City)	Affiliation/Occupation
Sululagi Palega, Sr., President	Bay View, San Francisco	Employed
Julie Lee, Vice President	Sunset, San Francisco	Employed
George R. Brown, Commissioner	Ingleside, San Francisco	Employed
Betty J. Smith, Commissioner	Western Addition, San Francisco	Retired
Andrew J. Clark, Commissioner	West Portal	Employed
Neola Gans, Commissioner	Bernal Heights	Employed

2. Number of Board members required by your by-laws: 7
   Total number of current Board members: 6

3. Complete the following table for your Board of Directors:

Category	#		Category	#
Residents of Neighborhood Served	5		Present/Former Program Beneficiaries	5
Ethnic/Racial Minority Persons	6		Women	
Present/former lower income persons	6		Lesbian, Gay, Bisexual, Transgender *	
Disabled				
Number of board members required under by-laws	7			

* Please count those that openly identify as lesbian, gay, bisexual or transgender.

G. ADDITIONAL CONSIDERATIONS

This section is required for new applicants/programs (not CDBG-funded in 2002) **(2 page limit)**

MOCD recognizes the following elements to be common among programs that provide high value for our CDBG investment. Please indicate how your organization/program attains the following:

- Involvement in formal collaboratives or contribution to a coordinated system of readily accessible and comprehensive services; relationships and linkages between the proposed activity and other programs and agencies to ensure clients have access to a full range of necessary services;
- Efforts to increase direct services to the very and extremely low income;
- Involvement/recruitment of lower income neighborhood residents/needs population on the Board of Directors, in program design and/or evaluation, staff, etc.;
- Participation in neighborhood or strategic planning efforts;
- Proposed program addresses need(s) identified in neighborhood or other strategic plans.

H. FORMS

Please refer to the Application Checklist to determine which Schedules must be completed. If you have any questions, contact MOCD staff listed in Section VI of Information Packet.

- Schedule 1: Work Plan Outline
- Schedule 2: Currently Funded Grantees Requesting Funding
- Schedule A: Part 1: 2003 Program Budget
  Part 2: Total Organizational Funding
- Schedule B: 2003 Program Budget Worksheet
- Schedule C-1: Capital Improvement Scope of Work and Budget Estimates
- Schedule C-2: Capital Improvement Detailed Cost Estimate Worksheet
- Schedule D: Public Space Improvement Program Detail
- Schedule E: Public Space Improvement Budget Detail
- Schedule G: Photographs of Proposed Improvement Site
- Schedule F: Public Access to Records and Meetings of Nonprofit Organizations
  (Chapter 12L San Francisco Administrative Code)

Schedule D: Public Space Improvement Program Detail

Applicant:								
Address:		San Francisco, CA 941___ (415) _____						
Project or Agency Name	Address and Zip Code	Census Tract/ Block Group	% Low/ Mod	Eligibility	Improvements	Cost	Programs Benefiting	# of Unduplicated Users
								350

Make additional copies of this sheet as necessary and number the pages. Attach photographs mounted onto Schedule G to describe the deficiencies.

Schedule E: Public Space Improvement Budget Detail

Applicant: _____

Address: _____ San Francisco, CA 941___ (415) _____

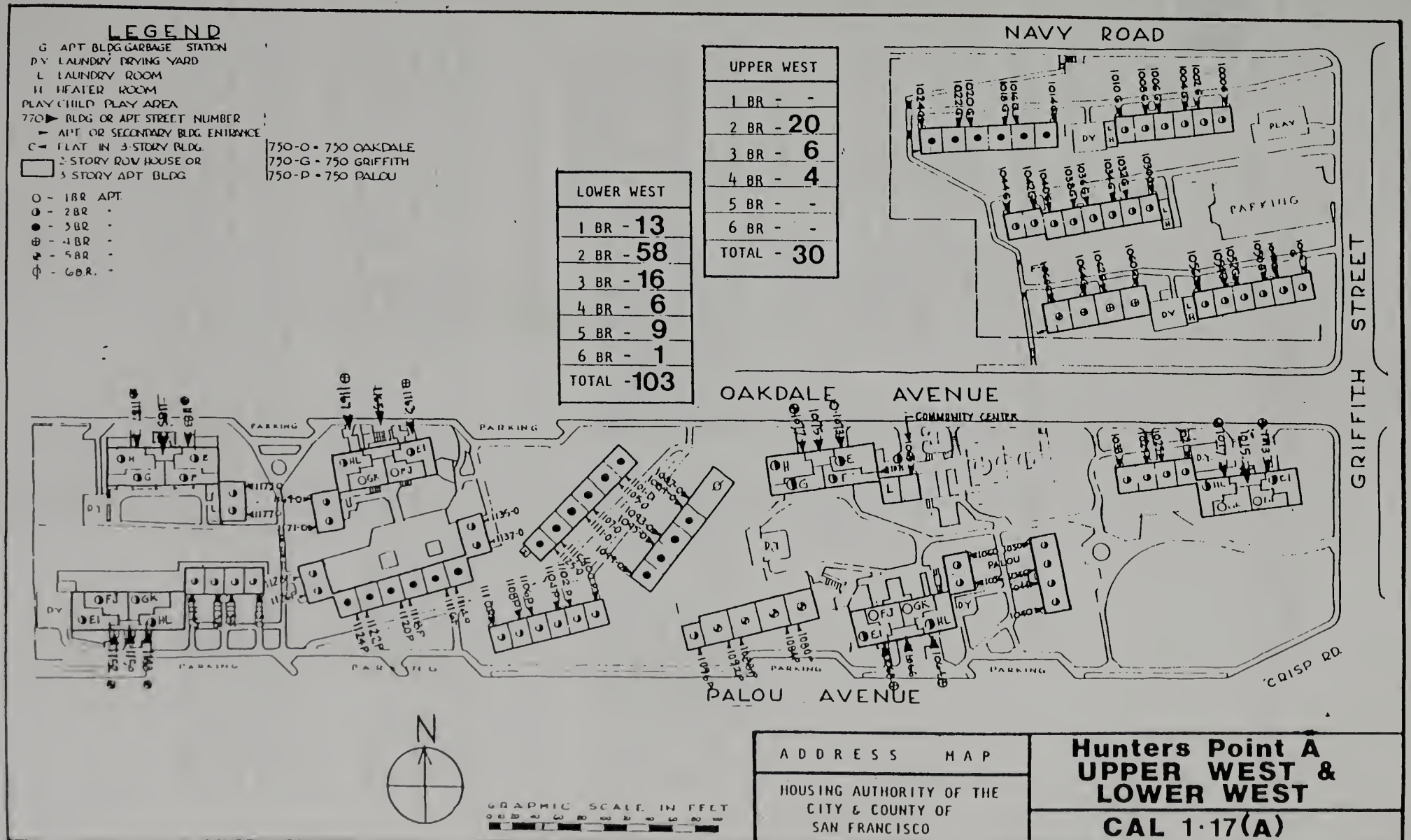
Line	Project Name	Labor	Consultants	Material &Supplies	Total Program	Non-CDBG Matching Funds
1		$	$	$	$	$
2		$	$	$	$	$
3		$	$	$	$	$
4		$	$	$	$	$
5		$	$	$	$	$
6		$	$	$	$	$
7		$	$	$	$	$
8		$	$	$	$	$
9		$	$	$	$	$
10		$	$	$	$	$
11		$	$	$	$	$
12		$	$	$	$	$
13		$	$	$	$	$
14		$	$	$	$	$
15		$	$	$	$	$
16		$	$	$	$	$
17		$	$	$	$	$
18		$	$	$	$	$
19		$	$	$	$	$
20		$	$	$	$	$
21		$	$	$	$	$
22		$	$	$	$	$
23		$	$	$	$	$
	Subtotals:	$	$	$	$	$

Schedule G: Photographs of Proposed Improvement Site

2003 Public Space Improvement and Capital Programs Only

Site Address:_____

Please provide two photographs that best show the areas of proposed improvements


LEGEND
G APT BLDG GARBAGE STATION
DY LAUNDRY DRYING YARD
L LAUNDRY ROOM
H HEATER ROOM
PLAY CHILD PLAY AREA
770 ▶ BLDG OR APT STREET NUMBER
APT OR SECONDARY BLDG ENTRANCE
C FLAT IN 3-STORY BLDG.
2-STORY ROW HOUSE OR
3 STORY APT BLDG
750-O • 750 OAKDALE
750-G • 750 GRIFFITH
750-P • 750 PALOU
O - 1BR APT.
- 2BR "
- 3BR "
- 4BR "
- 5BR "
- 6BR. "
LOWER WEST
1 BR - 13
2 BR - 58
3 BR - 16
4 BR - 6
5 BR - 9
6 BR - 1
TOTAL - 103
UPPER WEST
1 BR - -
2 BR - 20
3 BR - 6
4 BR - 4
5 BR - -
6 BR - -
TOTAL - 30
NAVY ROAD
GRIFFITH STREET
OAKDALE AVENUE
PALOU AVENUE
CRISP RD.
COMMUNITY CENTER
PARKING
PLAY
DY
N
GRAPHIC SCALE IN FEET
ADDRESS MAP
HOUSING AUTHORITY OF THE CITY & COUNTY OF SAN FRANCISCO
Hunters Point A
UPPER WEST &
LOWER WEST
CAL 1-17(A)
REV 1/85

D

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE: January 16, 2003

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: Gregg Fortner, Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH TABERNACLE COMMUNITY DEVELOPMENT CORPORATION IN ORDER TO BEGIN DISCUSSIONS ABOUT PROGRAMS AND FINANCING OPPORTUNITIES FOR LOW INCOME SAN FRANCISCO HOUSEHOLDS, INCLUDING PUBLIC HOUSING, SECTION 8 AND OTHER FAMILIES**

OVERVIEW

This resolution authorizes the Executive Director to enter into a Memorandum of Understanding (MOU) with Tabernacle Community Development Corporation (TCDC) in order to begin discussions about programs and financing opportunities for low income San Francisco households, including public housing, section 8 and other families. In the attached draft MOU, TCDC has committed to give preference to qualifying Housing Authority public housing residents and Section 8 Voucher holders when selecting families for any prospective programs.

The Authority was approached by TCDC to provide a policy program formation process and develop possible solutions to the need for growth in the development of residential, commercial and industrial projects that contribute to the economic stimulus and vitality within underserved communities by promoting business development within targeted areas, and initiating coordinated health, education and social service support programs designed to empower impacted residents. Any such opportunities would be at no cost to the Housing Authority.

OBJECTIVES
The objective of this resolution is to enable the Executive Director to enter into an MOU with TCDC and form a collaboration to identify potential opportunities to empower Housing Authority residents, create self sufficiency and enhance social services and develop other innovative ideas, that may be available to TCDC at no cost to the SFHA. In return for considering the beginning of an ongoing dialogue and desire to share resources, TCDC proposes to identify opportunities for affordable housing, homeownership and revenue producing activities, through social services components, resource collaboration and possible leveraging of financial resources from community-based programs. Preference will be given to families and senior housing residents.

As an MBE/WBE nonprofit community-based organization, TCDC seeks to focus on stimulating economic and community development activity and opportunities in communities where a substantial percentage of families have incomes that are eighty (80%) percent or less and no more than one-hundred twenty percent (120%) of the area median income, by leveraging collective resources to empower local residents and stimulate viable resources in partnership with people in need.

TCDC founders have been building community resources and developing faith-related leadership since 1852 and own, manage, and sponsor over 1000 units of low income and senior housing in San Francisco, as well as provide hundreds of San Francisco families with life saving resources. They provide solutions to the need for decent, affordable housing, social services and life-safety skills by forming dynamic collaborations with community members who come together to support low income families and seniors; homeless individuals and families; deliver health support and programs to children, families and seniors; operate substance abuse services in the most underserved communities; provide academic enrichment programs for youth and job training for adults; and provide humanitarian support through international missions on four continents.

Through its sponsorships and partnerships, TCDC will aim at developing policy and programs conducive to the collective work and responsibility of empowering low income families of public housing.

WHO BENEFITS
Public housing residents, Section 8 Voucher holders and other low-income San Francisco households will benefit from the possible opportunities to be developed under this proposed MOU.

BUDGET CONSIDERATION
NOT APPLICABLE. Authority funding is not necessary, since TCDC plans to leverage or identify any funding necessary to run prospective programs to be developed.

RESIDENT HIRING
TCDC has agreed to meet or exceed the Housing Authority's Resident Hiring requirements under the proposed MOU, in the event there are such opportunities.

MBE/WBE PARTICIPATION
TCDC is an MBE/WBE organization and a non-profit corporation.

RECOMMENDATION
Staff recommends adoption of the Resolution.

(Prepared by: Barbara T. Smith and Juan S. Monsanto)

(DRAFT)

MEMORANDUM OF AGREEMENT
BETWEEN
SAN FRANCISCO HOUSING AUTHORITY
AND
TCDC COMMUNITY DEVELOPMENT CORPORATION

This Agreement of understanding by and between the San Francisco Housing Authority, hereinafter referred to as the AUTHORITY and the Tabernacle Community Development Corporation, hereinafter referred to as TCDC is entered into the ____ of ____, two thousand three.

WITNESSETH THAT:

WHEREAS, TCDC is an MBE/WBE nonprofit community-based organization that seeks to focus on stimulating economic and community development activity and opportunities in communities where a substantial percentage of families have incomes that are eighty (80%) percent or less and no more than one-hundred twenty percent (120%) of the area median income, by leveraging collective resources to empower local residents and stimulate viable resources in partnership with people in need, and,

WHEREAS, TCDC founders have been building community resources and developing faith-related leadership since 1852 and own, manage and/or sponsor over 1000 units of low income and senior housing in San Francisco, as well as provide hundreds of San Francisco families with life saving resources; and,

WHEREAS, TCDC provides solutions to the need for decent, affordable housing, social services and life-safety skills by forming dynamic collaborations with community members who come together to support low income families and seniors; homeless individuals and families; deliver health support and programs to children, families and seniors; operate substance abuse services in the most underserved communities; provide academic enrichment programs for youth and job training for adults; and provide humanitarian support through international missions on four continents.

WHEREAS, TCDC proposes to identify potential opportunities to empower Housing Authority residents, create self sufficiency and enhance social services and other innovative ideas, that may be available to TCDC at no cost to the SFHA; and,

WHEREAS, in return for considering the beginning of an ongoing dialogue and desire to share resources, TCDC proposes to identify opportunities for affordable housing, homeownership and revenue producing activities, through social services components, resource collaboration and possible leveraging of financial resources for community-based programs. Preference will be given to public and senior housing residents; and,

WHEREAS, TCDC, through its sponsorships and partnerships, will aim at developing policy and programs conducive to the collective work and responsibility of empowering low income families of public housing; and,

WHEREAS, the provision of resources, services and shelter for residents of the city of San Francisco is paramount.

NOW, THEREFORE THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:

1. The Authority was approached by TCDC to provide a policy program formation process and develop possible solutions to the need for growth in the development of residential, commercial and industrial projects that contribute to the economic stimulus and vitality within underserved communities by promoting business development within targeted areas, and initiating coordinated health, education and social service support programs designed to empower impacted residents; and,

2. TCDC will give preference to SFHA residents and Section 8 voucher holders when selecting families for prospective programs; and,

3. TCDC has committed to assist in developing a policy program to develop financial and social services components and identify resource collaboration with possible financial institutions, if necessary; and,

4. The Authority has committed to begin discussions about programs and financing opportunities and work with TCDC on such and other policies developed through this MOU; and,

5. This Memorandum of Agreement shall take effect immediately.

TCDC COMMUNITY DEVELOPMENT CORPORATION
1601 McKinnon Avenue
San Francisco, CA 94124

_____
Executive Director

_____
Date

_____
Legal Counsel

_____
Date

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street
San Francisco, CA 94102

_____
Executive Director

_____
Date

_____
Legal Counsel

_____
Date

RESOLUTION NO._____
DATE ADOPTED. _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH TABERNACLE COMMUNITY DEVELOPMENT CORPORATION IN ORDER TO BEGIN DISCUSSIONS ABOUT PROGRAMS AND FINANCING OPPORTUNITIES FOR LOW INCOME SAN FRANCISCO HOUSEHOLDS, INCLUDING PUBLIC HOUSING, SECTION 8 AND OTHER FAMILIES

WHEREAS, the draft Memorandum of Understanding (MOU) provides the basis for a partnership between the San Francisco Housing Authority (the Authority) and Tabernacle Community Development Corporation (TCDC) to identify potential opportunities to empower Housing Authority residents, create self sufficiency and enhance social services and other innovative ideas, that may be available to TCDC at no cost to the SFHA; and,

WHEREAS, in return for considering the beginning of an ongoing dialogue and desire to share resources, TCDC proposes to identify opportunities for affordable housing, homeownership and revenue producing activities, through social services components, resource collaboration and possible leveraging of financial resources from community-based programs; and,

WHEREAS, preference will be given to public and senior housing residents; and,

WHEREAS, TCDC, through its sponsorships and partnerships, will aim at developing policy and programs conducive to the collective work and responsibility of empowering low income families of public housing; and,

WHEREAS, the Authority is a public housing authority formed pursuant to California Health and Safety Code 3280 et seq. and governed by certain regulations promulgated by the United States Department of Housing and Urban Development ("HUD") with a governing board that is appointed by the Mayor of the City and County of San Francisco (the "City"); and,

WHEREAS, TCDC is an MBE/ WBE nonprofit community-based organization that seeks to focus on stimulating economic and community development activity and opportunities in communities where a substantial percentage of families have incomes that are eighty (80%) percent or less and no more than one-hundred twenty percent (120%) of the area median income, by leveraging collective resources to empower local residents and stimulate viable resources in partnership with people in need, and,

WHEREAS, TCDC has been building community resources and faith-related leadership since 1852 and owns or has sponsored over 1000 units of low income and senior housing in San Francisco, as well as provided hundreds of San Francisco families with life saving resources; and,

WHEREAS, TCDC provides solutions to the need for decent, affordable housing, social services and life-safety skills by forming dynamic collaborations with community members who come together to support low income families and seniors; homeless individuals and families; deliver

health support and programs to children, families and seniors; operate substance abuse services in the most underserved communities; provide academic enrichment programs for youth and job training for adults; and provide humanitarian support through international missions on four continents.

WHEREAS, the provision of resources, services and shelter for residents of the city of San Francisco is paramount.

NOW, THEREFORE THE PARTIES DO MUTUALLY AGREE AS FOLLOWS:

1. The Authority was approached by TCDC to provide a policy program formation process and develop possible solutions to the need for growth in the development of residential, commercial and industrial projects that contribute to the economic stimulus and vitality within underserved communities by promoting business development within targeted areas, and initiating coordinated health, education and social service support programs designed to empower impacted residents; and,

2. TCDC will give preference to SFHA residents and Section 8 voucher holders when selecting families for prospective programs; and,

3. TCDC has committed to assist in developing a policy program to develop financial and social services components and identify resource collaboration with possible financial institutions, if necessary; and,

4. The Authority has committed to begin discussions about programs and financing opportunities and work with TCDC on such and other policies to be developed through this MOU; and,

5. This Memorandum of Agreement shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY: REVIEWED BY:

Donna Mart
General Counsel

GREGG FORTNER, Executive Director

Date 1-17-03

Date 1/17/2003

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, January 23, 2003

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, January 23, 2003, at 4:00 p.m.

President Sululagi Palega called the meeting to order at 4:10 p.m.

1. ROLL CALL

DOCUMENTS DEPT.

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Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner
Neola Gans, Commissioner

ABSENT: *Julie Lee, Vice President (excused)*

A quorum was present.

ALSO PRESENT: *Ms. Naja Boyd, Deputy Executive Director*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

President Palega announced that the minutes would not be approved because they were not ready and will be taken up at the February 13, 2003 Commission meeting. Commissioner Brown moved to approve the agenda and Commissioner Clark seconded the motion. The motion to approve the agenda was carried by a unanimous vote.

3. GENERAL COMMUNICATIONS

Naja Boyd, Deputy Executive Director stated that she was filling in for Executive Director Gregg Fortner. Ms. Boyd informed the Commission that Mr. Fortner was in Washington, D.C. attending the Conference of Mayors. One of the primary items on the agenda was the HUD proposed 30% cut in the operating budget for public housing. Ms. Boyd stated that she had spoken with Mr. Fortner that day and he informed her that they had an opportunity to meet with the mayors from around the country, as well as other representatives. The Conference of Mayors is in the process of preparing a resolution to

present to Congress, urging the restoration of 100% of the public housing budget. Ms. Boyd announced that Mr. Fortner would give a complete report at the next Commission meeting as well as to the city.

Included in the Commissioners' folders were an update on the lease up efforts for public housing with respect to the vacant units, the schedule of the 790*** negotiations, and a report of the status of resident hiring statistics for the companies that have contracted with the SFHA. Ms. Boyd stated that at the next meeting, the report regarding the PHTA elections would be submitted to the Commission.

President Palega asked if any agreement had been made regarding the 790*** issue. Ms. Boyd stated that the SFHA is still in the midst of the negotiations and referred President Palega to the schedule.

Commissioner Clark asked Ms. Boyd to review the memorandum that discussed the lease up efforts and vacant units. Ms. Boyd reported that for the month of January, the Eligibility office sent out over 1200 letters of invitation to individuals on the two-bedroom waiting list. Three days in January were dedicated to interviews and screening. Of the 1283 invitations, 203 individuals showed up for the appointment and 200 are pending eligibility determination. Twenty-five of the applicants were referred and 7 units were leased. Ms. Boyd stated that this would be an on going report so that the Commission can see the progress and efforts to lease up the vacant units to those on the waiting list.

President Palega asked how many vacant units there are. Ms. Boyd answered that there are 233 vacant units ready to be leased.

Commissioner Clark asked if Ms. Boyd knew why 1000 people didn't show up for scheduled interviews. Ms. Boyd stated that some of the names might have been too old, some may have moved, and some may not have responded. The reasons are numerous and vary, Ms. Boyd said. Commissioner Clark asked if individuals on the waiting list called and requested an appointment or were they just to respond to the letter. Ms. Boyd replied that the staff sent out the letters and the appointments were scheduled accordingly.

Commissioner Brown asked how the responses or lack thereof, are monitored. Ms. Boyd stated that individuals on the waiting list are given the opportunity to update their information twice a year and the staff sends the invitations to the most recent address on file. In response to Commissioner Brown's next question, Ms. Boyd stated that if the mail comes back, the Authority recognizes that the address is no longer valid and keeps a record of it.

Commissioner Gans asked what happens to individuals who have a late response to the invitation. Ms. Boyd stated that in most instances, the names would be removed, but in this particular effort the names are being held because the SFHA is focusing on the Big Four properties. If the individual does not want to move into one of the Big Four units,

they still have the option for a unit in another development should one become available. Commissioner Gans requested a timeline detailing how long the waiting list process will take.

4. REPORT OF SECRETARY

Deputy Executive Director, Naja Boyd invited Barbara Smith forward to give a report regarding the Valencia Gardens timeline. Ms. Smith pointed out that Anita Ortiz, President of the Valencia Gardens Resident Council, and Kenneth Jones, Director of Mission Housing, were present. Ms. Smith stated that she would give the Commission a brief update of the status of the planning and relocation efforts. Mr. Jones would then give an update of the schedule and financing plans.

Ms. Smith began by stating that Valencia Gardens was first envisioned as a rehabilitation project, but after intense meetings with the tenants, and architect design workshops, two years ago, the plans were changed to new construction. The SFHA continues to have design meetings and has progressed from the design schematic phase to design development. Under the coordination of Ms. Ortiz, monthly task meetings are held with the residents and community groups. The SFHA holds bi-weekly development meetings are held with the Valencia Gardens Board, Mission Housing, and other development team members at Valencia Gardens. The SFHA is also having weekly meetings with the developer and thus far, an entire disposition and development agreement has been drafted. Upon additional legal review, the document would be presented to the Commission in March. Ms. Smith reported that the SFHA is well into the environmental approval and planning process. The developer partner has submitted the conditional use application and a number of the environmental submittals have been completed and forwarded to the state and local agencies for review. Nibbi Brothers is the contractor selected and preliminary cost estimates have been received. This has allowed the SFHA to compose financing strategies and plans. The SFHA is in the process of identifying which financing applications must be prepared and where those applications would be submitted. The SFHA relocation staff, under the supervision of Nicole McKray(sp**), has only 75 families left to move and Ms. Ortiz has been working very hard with the residents who remain to assist them in their choices of Section 8, Public Housing, or other subsidized housing options. Ms. Smith then invited Kenneth Jones to report on the financing proposals.

Kenneth Jones, Director of Housing Development at Mission Housing, stated that as far as financing was concerned, a California Debt Limit Allocation would be attempted in July of 2003. An application will also be submitted for the new allocation of funds from the Multifamily Housing Program (MHP) program in the first or second round of 2003. Currently, the sources are a state mortgage revenue bond allocation, 4% tax credits, funds from MHP, and housing program funds. The primary financing is being proposed to the California Housing Finance Agency (CHAFA). This organization has a program specifically designed for HOPE VI projects. CHAFA provides the issuance, and acts as

the buyer of the allocation as well. This saves the SFHA costs, time, and provides for flexibility in the schedule to move forward in a timely fashion.

President Palega stated that he was concerned about the date the SFHA would be applying for the tax credits. As he understood it, the SFHA was to apply for tax credits in February of 2003 and the report stated that the application wouldn't be submitted until September of 2003. President Palega also questioned how construction could begin in June if the tax credits are applied for in September and why isn't the schedule of applications accelerated so that construction can begin. President Palega stated that he was concerned that other priorities would begin to take precedence. This project was approved as a two-part project with Bernal Dwellings. Bernal Dwellings has been built and has residents, yet Valencia Gardens still isn't constructed. Ms. Smith explained that the Authority was supposed to apply for 9% tax credits in February, but the schedule did change. Valencia Gardens was the last project, in four of the five sites, the Authority received a grant for. Bernal Dwellings and Plaza East were under one grant. President Palega asked if the application for the 4% tax credit could have been submitted in the same time frame that the 9% tax credit was to be submitted, especially because it is not as demanding. He stated that his perspective derives out of concern for the relocated tenants. Ms. Smith replied that previously, there was a June estimate, but the time frame did slip, and remediation and demolition would begin in August. Actual construction wouldn't begin until the early part of 2004. Ms. Boyd asked Ms. Smith to address the tax credit application submittal date. Ms. Smith stated that the bonds for the 4% tax credit are not competitive which is very positive for the city and the development. Mr. Jones interjected that the bond application is submitted first. Upon that approval, the next month the credit allocation is applied for. When the application for the tax credit is submitted, all of the funding must be in order. Furthermore, the first round of the MHP program is just available in 2003. The design, costs, and local and state subsidies must be at a certain point when the application is submitted. Essentially, the SFHA won't have the details necessary to submit the tax credit application until September.

President Palega stated that the more time it takes, the more unreliable the funding will be. As the process is prolonged, the longevity of the partners of the SFHA, that could possibly supply additional funding, will also come into question. The longer that we wait, the more it will cost to succeed in finishing this project and the SFHA doesn't want to find itself in the same predicament as the city of New Orleans where they developed two HOPE VI projects but couldn't complete anymore. President Palega's next question was if the residents are relocated by June, could the timeline be adjusted to accelerate the process. President Palega stated that at this point, there is no margin for procrastination and all entities involved are affected when the dates agreed upon are changed and that is worrisome. President Palega said that he is really concerned because the people that will be hurt the most are the poor residents that will be displaced if this building is not constructed. Furthermore, President Palega stated that he would like the timeline to be moved up and the tax credits applied for, because he doesn't want a new mayor and new supervisors to come into office in 2005, and state that public housing in that area is not a

priority. Ms. Boyd asked Ms. Smith if the timeline can be revisited and some of the items be accelerated. Ms. Smith stated that the staff would do that and keep the process moving as fast as possible. President Palega stated that everyday when he passes those buildings, he knows no one lives in them, but yet he sees people coming out of the hallways and it is becoming a security issue. Security surveillance would ultimately be dispatched to where people are supposed to be living and not to buildings that are supposed to be vacant. So, the faster this process is moved along, the fewer consequences the SFHA will have to endure.

Commissioner Clark stated that this is the first time the issue of Valencia Gardens has been addressed since he's been on the Commission and the information provided on that day was minimal. Commissioner Clark wanted to know if this project was similar to that of the North Beach Project. Ms. Smith responded that it is and there is a tremendous amount of documentation that could be shared with the Commission. Commissioner Clark asked Ms. Smith if the SFHA had summary documentation of the approvals and work to be accomplished. Ms. Smith stated that the documentation does exist, and it could be provided to the Commission. Commissioner Clark asked what the total cost of the Valencia Gardens project is. Ms. Smith answered that it is about $53 million. Ms. Smith stated that they would be back before the Commission in about four weeks and suggested that the Commission be briefed on the Disposition and Development Agreement at the meeting prior to the necessary Commission approval. This would ensure an in depth review process to enhance the Commission's understanding of the documents and progress thus far. Ms. Boyd suggested that a Special Meeting be held to specifically address this issue.

In response to President Palega's question, Ms. Smith stated that initially Valencia Gardens was a rehabilitation project estimated to cost $35 million. Mr. Jones clarified that the estimated cost is actually about $45 million. Ms. Boyd recommended a Special Meeting to update the status of Valencia Gardens and familiarize the new Commissioners with the project. President Palega requested two scenarios be presented detailing early submissions and action, and late submissions and action. President Palega also wanted the pros and cons of applying for the tax credit now versus in September, detailed in the report.

Commissioner Clark invited Ms. Ortiz to call the Commissioners to inform them of the resident perspective on this issue because that side of the scenario is often left unheard. Commissioner Brown asked if the 75 remaining residents are kept in one building or are they shifting their residence to one building to completely vacate another building. Ms. Ortiz stated that the move was supposed to be done in two phases, but now everyone is just being relocated once to either a Section 8 unit or another Public Housing unit. Commissioner Brown asked if there were initial problems with families vacating the building. Ms. Ortiz commented that she and many others were reluctant to move, but now that the timeline has been established, the residents understand the positive correlation

between moving out and a new building being constructed. For the month of February, 10 families are moving faster as the deadlines approach.

5. COMMITTEE REPORTS

President Palega announced that the Diversity Committee would be meeting on February 6, 2003 at 3:00p.m. The Finance Committee would meet after that date. President Palega also stated that Commissioner Clark was appointed to the Finance Committee at the January 9, 2003 Commission meeting. A Personnel Committee meeting needs to be scheduled to deal with the various scenarios of the 30% cut in operating funds.

Diversity Committee
No report.

Finance Committee
No report.

Personnel Committee
No report.

6. REPORT OF GENERAL COUNSEL

Donna Martin, General Counsel, informed the Commission that at the February 13, 2003 meeting there would be a closed session to discuss litigation issues.

7. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

President William Vitale asked the newly appointed committee chair, Dorothy Ramey to present the diverse programming for the Senior/ Disabled Tenant Associations. Ms. Ramey stated that the City Wide Council would have a speaker on diabetes, and STDs. A program of art for the disabled and another program called Humor for the Health of It are being developed. Ms. Ramey concluded that the City Wide Council hopes to have the Housing Authority represented at two of their functions this year.

Public Housing Tenants Association (PHTA)
No report.

Commissioner Brown asked if there was a reason it is so difficult to get a tenant representative to attend the Commission meetings. Ms. Boyd stated that there is no reason that a tenant representative cannot be present, but no one had been contacted to attend this meeting. At the next meeting, the new Sunnydale President should be in attendance. Ms. Boyd informed the Commissioners that an election of all the family

tenant associations must be held to select a Tenant Association Representative to the Board of Commissioners. At that point, a consistent representative will be present at all Commission meetings. Ms. Boyd stated that the goal is to have the rotation back in place by February. Commissioner Smith asked Ms. Boyd if an invitation is sent to the representatives to attend the meetings. Ms. Boyd stated that she personally contacts the representatives.

8. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

Peter Chardonnet of the San Francisco Conservation Corps stated that the Housing Authority is applying for funds through the Community Development Block Grant of the Mayor's office to work on putting in place structures as well as rehabilitate open areas of senior centers. Mr. Chardonnet stated that the Conservation Corps is in support of the Housing Authority applying for this money.

Mirna Escobar of the Bilingual Community Advocates stated that she is a former resident of Valencia Gardens and her letters regarding the group that did not want to move were ignored. Ms. Escobar said that she wasn't sure if anything was done about it because she moved out after her unit was bombed. If HOPE VI begins telling them the real thing about having to move, they will have to move. For five years they were telling each other in meetings, that they didn't have to move. Ms. Escobar said she doesn't know who is to blame, but she did warn the management, the SFHA, and Ronnie Davis, the Executive Director at that time, and Gregg Fortner the current Director. Ms. Escobar believes that this is where much of the delay derives. The people there are spoiled and they don't take the SFHA seriously.

9. UNFINISHED BUSINESS:

There was no unfinished business.

10. NEW BUSINESS

RESOLUTION No. 5080

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH FINE LINE CONSTRUCTION TO PROVIDE CONSTRUCTION SERVICES FOR CANTILEVERED CANOPY FRAMING

REPAIRS AT CAL 1-18(4), ALICE GRIFFITH, FOR AN AMOUNT NOT-TO-EXCEED $1,477,239.00

Barbara Smith, Housing Development and Modernization Administrator reported that the execution of the resolution would enable the Authority to repair 235 canopies at the Alice Griffith development. There is extensive dry rot and moisture damage to the canopies, the doorways and structural elements surrounding the canopies. The Alice Griffith development was built in 1962 and are wood framed structures. The work is quite extensive and there will be demolition of exterior and interior components that have been water damaged. Some canopies must be completely replaced while others only have elements to be replaced. The stucco surrounding the wood damage will also be replaced. There will be painting, new roofing material on the canopies, and new flashing.

The bid process was identical to all of the other construction contracts. Advertising was done in the trade journals, posted on websites, and the city purchaser's office was used. Bids were sent out to unions, and 24 potential bidders. Twenty-nine contractors came to the pre-bid inspection done on November 20, 2002. Fineline Construction was actually the second lowest bidder. The lowest bidder had major errors in their bid calculations and withdrew their bid. The SFHA contracting officer reviewed the bids and the request and accepted the bid withdraw. Fineline Construction is ready to begin the work immediately. Under a previous contract, Fineline had performed work at the Alice Griffith development and is familiar with the units. Fineline is also prepared to provide waterproofing to help get through the rainy season and prevent further damage to the buildings. Ms. Smith stated that Fineline is a MBE/WBE firm and the president and vice president were present for questions. Ms. Smith said that Fineline had exceeded the resident hiring requirements on previous contracts and has agreed to work diligently to attain the same goal.

Commissioner Brown asked if the five subcontractors would be complying with the resident hiring requirement. Ms. Smith stated that the requirement pertains to the subcontractors as well. Paul O'Freedman, the project manager for this project reiterated that all subcontractors are required to comply with the resident hiring rule. The 25% goal was surpassed under the last contract and the same is expected of this one.

President Palega asked if Fineline still employs any of the residents hired under the previous contract. Mr. O'Freedman responded that they do not because during the first phase the employment was mostly for laborers and Fineline didn't have follow-up jobs for those hires. However, Fineline has kept a database of who was hired, and those former employees will be contacted first. Waymond Nichols will also be contacted for further referrals. In response to President Palega's next question, Mr. O'Freedman stated that all of their subcontractors are unionized, Fineline is pro union and they push to have union trades on their jobs.

Commissioner Clark requested that Bob Dahlstrom and Basil Nicolaou step forward. Mr. Nicolaou was not present. Commissioner Clark asked if Mr. Dahlstrom prepared the

resolution. Mr. Dahlstrom stated that it was initially prepared by the project manager, Basil Nicolaou and reviewed by him. Commissioner Clark asked if Mr. Dahlstrom was in support of this resolution and if he believed it was in the best interests of the Authority and an effective use of funding. Mr. Dahlstrom replied yes.

Commissioner Brown asked if this would cover the costs or if unanticipated additional work is going to come up in the future. Mr. Dahlstrom replied that these funds should cover the costs.

Commissioner Clark moved to approve Resolution No. 5080. Commissioner Brown seconded the motion. The motion to approve Resolution No. 5080 was passed unanimously.

Resolution No. 5081

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR CONSTRUCTION OF A COMPUTER LEARNING CENTER AT 992 ELLSWORTH STREET, AT CAL 1-16, ALEMANY

Alicia Sisca, Senior Project Manager for Housing Development and Modernization presented the details of this resolution. Ms. Sisca stated that the approval of this resolution would address the needs of seniors and families at SFHA developments. The applications for 2003 specify criteria developed by the Mayor's Office of Community Development. Within the criteria the SFHA is presenting for the preservation of existing facilities and neighborhood and community stabilization. These applications are being done in conjunction with the Conservation Corps for outdoor improvements.

Ms. Sisca informed the Commission that currently, the Computer Learning Center at the Alemany development is located within the childcare facility at 953 Ellsworth Street. In order to reinstate the much-needed childcare services the Computer Learning Center must be relocated to 992 Ellsworth Street. This is a vacant, four-bedroom, fully accessible unit that will be redesign to suit the needs of the program. The renovation cost estimate is $179,000. The SFHA is requesting funding of $150,000 from the Mayor's office. For funding over $100,000, the Mayor's office asks for matching funds. So, the SFHA will be paying for architecture and permit fees for the construction and is asking for complete funding of the renovation construction. The Authority intends to improve the quality of life of the residents at Alemany by addressing the needs for technological education through classes at the Learning Center. The renovation of 992 Ellsworth will in turn reinstate the childcare center.

Commissioner Brown asked who is going to provide the 15% of construction costs at the beginning of the project. Ms. Sisca stated that the SFHA is planning to provide the funding of the design, all of the application fees, and any surveys that must be done. This money is already programmed into the capitol account 712.

Commissioner Clark asked who is currently using the facility. Ms. Sisca replied that children and youth are being served at the Learning Center. Ms. Belinda Morgan expounded on the Computer Learning Center statistics. In the year 2002 the Learning Center served over 160 residents in a 14-week program. One third of those residents were of the Alemany Development or nearby developments. Alemany has been the pillar of the Computer Learning Center programming. There is also an afterschool tutorial center that has been running there for 2 ½ years. Services are provided in conjunction with the school district and in the future the SFHA is planning partnerships with City College, the FDIC, and the IRS.

Commissioner Clark asked if the requested funding was $200,000. Ms. Sisca stated that this number had been updated and now totals $179,138.00. Between submitting the resolution to the legal department and the Commission meeting, the actual cost was received from the architect. Of this amount, $150,000 will be used for construction costs. In response to Commissioner Clark's further inquiry, Ms. Sisca stated that 15% of 179,138.00 the Housing Authority would be responsible for.

President Palega requested the placement rate of those graduating from the Computer Learning Center Program. Ms. Morgan stated that she would provide the statistics.

Commissioner Brown asked if there is currently a childcare center provided in Alemany. Juan Monsanto, Planning and Program Development Manager stated that the SFHA is communicating with the Mayor's Office of Children Youth and their Families, to assist in allocating a service provider for the area. Currently, 47 childcare age individuals are in need of the service.

Commissioner Clark moved to approve Resolution No. 5081. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5081 was unanimously passed.

Resolution No. 5082

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT EIGHT APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)

Alicia Sisca, Senior Project Manager for Housing Development and Modernization presented the details of this resolution. The execution of this resolution would support the San Francisco Conservation Corps obligations to provide outdoor common space improvements in seven senior buildings and one playground of a family development of public housing. By submitting a joint application for the funds, the monies will be received by the Conservation Corps and the SFHA would be sponsoring them to perform the work in our developments. Their training program consists of young people from our communities. The partnership between the SFHA and the Conservation Corps is over 20 years old. The senior buildings will be provided with patio furniture, planters and plants and limited landscaping. The playground will receive safety matting and playground equipment for children 4-12 years old. The SFHA will have to commit to maintain the equipment for at least five years and provide accessibility to the sites.

Commissioner Brown moved to approve Resolution No. 5082. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5082 was unanimously approved.

Resolution No. 5083

(D) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH TABERNACLE COMMUNITY DEVELOPMENT CORPORATION IN ORDER TO BEGIN DISCUSSIONS ABOUT PROGRAMS AND FINANCING OPPORTUNITIES FOR LOW INCOME SAN FRANCISCO HOUSEHOLDS, INCLUDING PUBLIC HOUSING, SECTION 8 AND OTHER FAMILIES

Juan Monsanto, Manager for Planning and Program Development presented the details of this resolution. Tabernacle Community Development Corporation approached the SFHA to develop a series of discussions on how the entities could unite in a partnership to extend opportunities to low income families in the city. The group would ultimately focus on residents of public housing. Rev. Calvin Jones, Rev. Edgar Boyd, and Rev. Abraham Young of the Tabernacle Community Development Corporation were also present. This resolution would establish discussions of programs available in the city. It is an initial step in developing the partnership, so any further ventures discussed as a result of this MOU would be brought back for Commission approval.

Mr. Monsanto explained that Tabernacle has independently as well as collaboratively, developed several programs for low-income families in San Francisco. The MOU states that the discussions will entail topics such as the issues affecting low-income families and community and alternative solutions to those problems.

Commissioner Brown asked how Tabernacle plans on reaching out to the Community. Rev. Boyd stated that the combined membership of the five churches involved in the Tabernacle Community Development Corporation sponsor and provide about 1,000 units

of affordable housing for seniors and families. In addition, an advanced community technology center, and health care information services are sponsored through the corporation. Two charter school sites are in progress, and they are entertaining the concept of a private school. Rev. Boyd stated that he believed that Tabernacle could provide additional resources to the Housing Authority that would otherwise be unavailable and consequentially improve the lives of the residents of public housing. Rev. Boyd stated that this would begin the dialogue of the bigger picture to help those in need.

Commissioner Brown asked Rev. Jones if this is being done for the residents, what role does the Housing Authority's involvement play. Rev. Jones replied that the various churches involved thought that it would be beneficial to unite with the Housing Authority to become apart of the development aspect of housing as well as social service outreach.

Commissioner Clark questioned why a contract must be entered into, at this stage when there are no financial obligation issues. Rev. Boyd stated that it is more about disclosure than anything else. Tabernacle would not want to enter into any kind of discussion that could possibly lead into working collaborative effort without making the right circles aware of that. That way when they come back the Commission will be familiar with the subject matter. Commissioner Clark asked what resources does Tabernacle want to share with the SFHA. Rev. Boyd replied that he was unaware of land the Housing Authority may have available and that is one venture that could possibly be explored. Rev. Boyd also suggested home-owner opportunities for residents, is another avenue to consider. Mr. Monsanto stated that sharing resources could also extend to social and economic resources that the seniors and families may not be aware of. In particular some of the community based organizations that are in the vicinity our developments could be promoted through TCDC. Commissioner Clark asked if entering into this MOU would lead to an expectation of entering into a financial contractual agreement. Rev. Boyd answered absolutely not. The MOU is not binding to either entity. Commissioner Clark asked Rev. Boyd to comment on how the faith-based issue interrelates with the Housing Authority. Rev. Boyd responded that the administration in Washington ahs encouraged faith-based organizations to become involved in community and public outreach programming. Commissioner Clark asked if there was any relationship between a resident's faith and the services they might want to enjoy. Rev. Jones responded no.

Rev. Brown asked Ms. Martin if she'd been involved in the drafting of the MOU and if there are any possible negative legal ramifications in executing this resolution. Ms. Martin stated that she's had limited involvement, but it was made very clear that it was not intended to be any type of obligation other than opening up the dialogue of possible opportunities. Ms. Boyd echoed the comments of Donna Martin and Rev. Boyd.

Commissioner Brown moved to approve Resolution No. 5083. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5083 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no public comments on non agenda items.

13. COMMISSIONER COMMENTS AND REPORTS

President Palega asked the Deputy Director to provide the Commission with the details of the Washington NAHRO Conference in March. Commissioner Palega thanked Ms. Boyd for filling in for Mr. Fortner.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Smith moved to adjourn the meeting and Commissioner Gans seconded the motion. President Palega adjourned the regularly scheduled meeting of January 23, 2003 at 5:47 p.m.

Gregg Fortner, Secretary/Executive Director

Sululagi Palega, President

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SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94102 • (415) 554-1200

NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, FEBRUARY 13, 2003 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
February 13, 2003

1. ROLL CALL

   Sululagi Palega, Sr., President
   Julie Lee, Vice President
   George R. Brown, Commissioner
   Betty J. Smith, Commissioner
   Andrew J. Clark, Commissioner
   Neola Gans, Commissioner

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2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - January 9, 2003 Regular Commission Meeting
   - January 23, 2003 Regular Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee – Report of February 6, 2003 Meeting
   Finance Committee – Nothing to Report
   Personnel Committee – Nothing to Report

7. REPORT OF AGENCY COUNSEL

8. TENANT REPRESENTATIVE REPORT:

City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS PERTAINING TO ADDITIONAL TAX CREDIT FINANCING FOR BERNAL DWELLINGS, INCLUDING AMENDMENTS TO THE MIXED FINANCE AMENDMENT TO THE ANNUAL CONTRIBUTIONS CONTRACT, THE AUTHORITY RESERVE ESCROW AGREEMENT, AND OTHER PROJECT DOCUMENTS AS MAY BE REQUIRED BY HUD, THE CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE OR THE INVESTOR AND EXPEND AN AMOUNT NOT TO EXCEED $500,000 FOR ADDITIONAL BERNAL RESERVES AND $150,000 FOR TRANSACTION COSTS FROM THE ESTIMATED $2,380,000 IN LOAN REPAYMENTS TO THE AUTHORITY

(B) RESOLUTION APPROVING THE REPAYMENT AGREEMENT BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A Closed session is scheduled with the Executive Director, Managing Attorney and outside counsel under Government Code Section §54956.9 (b)(1) to discuss litigation (case name unspecified to avoid jeopardizing existing settlement negotiations).

15. RECONVENING OF THE COMMISSION MEETING

16. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, January 9, 2003

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, January 9, 2003, at 4:00 p.m.

President Sululagi Palega called the meeting to order at 4:13 p.m.

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner (excused at 5:30 p.m.)
Neola Gans, Commissioner

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

Executive Director Gregg Fortner requested the removal of Item 11B from the agenda. Commissioner Clark moved to approve the agenda as amended. Commissioner Brown seconded the motion. The motion to approve the agenda as amended was passed by a unanimous vote.

3. APPROVAL OF MINUTES

Commissioner Smith moved to approve the minutes of the November 14, 2002 Regular Commission Meeting. Commissioner Gans seconded the motion. The motion to approve the minutes of the November 14, 2002 Regular Commission Meeting was carried by a unanimous vote.

Commissioner Clark requested that the minutes of the November 19, 2002 Special Commission Meeting be amended to reflect that he did not excuse himself from the meeting at 5:40 p.m. Commissioner Clark moved to approve the minutes of the

November 19, 2002 Special Commission Meeting as amended. Commissioner Smith seconded the motion. The motion was carried by a unanimous vote. President Sululagi Palega abstained due to his absence at that meeting.

4. GENERAL COMMUNICATIONS
5. REPORT OF SECRETARY

Executive Director Gregg Fortner asked the Commission to permit a simultaneous report of the General Communications and Report of Secretary. There were no objections from the Commission. Mr. Fortner proceeded to report on the contents of the Commission's folders. The first item, requested by Commissioner Clark, was a memorandum regarding the results of the SFHA's efforts to improve voter participation among Public Housing and Section 8 households. Mr. Fortner stated that the efforts of APRI resulted in an increase from 346 ballots cast in March of 2002 to 766 ballots cast in November of 2002. Mr. Fortner said that the SFHA is going to contact the Department of Elections to determine why almost 700 registered voters were dropped off the list between November 2001 and March 2002.

Next, Mr. Fortner addressed the memorandum regarding President Palega's requested report on hardwired smoke detectors and fire alarm system improvements. Mr. Fortner stated that the Capitol Fund Plan has been budgeted to install hardwired smoke detectors in several units. Although, all units have at least a battery operated smoke detector.

Mr. Fortner invited Ben Golvin to explain the report on the North Beach HOPE VI Resident Hiring Results. Mr. Golvin explained the three components of the project team: the Development Team, Design/ Consultant Team, and the Construction Team. The Development Team is the North Beach Development Associates. The Design/ Consultant Team consists of the architects and engineers, and the Construction Team is the general contractor. The contract value of the construction team is about $70 million. The Design/ Consultant Team's contract is about $4 million and the Development Team's contract is about $2.5 million. The Development Team has completed 60% of its work. The work of the Design/ Consultant Team is about 80% complete, and the work of the Construction Team is about 7% complete. Mr. Golvin then explained the results to date. Forty-eight percent of the Development team's hours were allocated to residents. Due to the technical skill level required by the Design Team, only 5% of their hours were allocated to the residents. Forty-two percent of the Construction Team's hours were designated to residents. On an average, 32% of the 12,346 combined hours were allotted to residential employees. The 40 residents were employed in various trades such as asbestos remediation (15), laborers (14), clerical/ administrative (4), operating engineers (2), environmental engineers (1), survey assistants (1), pile drivers (1), and carpentry (1). Mr. Golvin noted that the number of residents hired for asbestos remediation may actually be more than was reflected in his report.

President Palega asked if the construction hours worked by the 40 residents hired totaled 9,080. Mr. Golvin answered yes and further explained that the resident employees have worked 42% of the 21,661 construction hours to date.

Commissioner Brown asked what were the responsibilities of the design and development team. Mr. Golvin stated that the design and development team encompasses the architects, structural engineers, and landscapers who all provide consulting services. It is more difficult to place residents in these occupations due to the high skill level required, but entry-level positions with the various firms, are diligently sought after. Mr. Golvin also explained the issues encountered with the unions. Now that more unionized construction workers are out of work, it has become problematic for residential hires to "skip" the line.

Mr. Fortner continued with the next report generated by Nannette Sparks regarding the vacant units ***. He stated that as of January 9, 2003, 225 units were vacant and ready to be reoccupied. Before Christmas, 400 applicants were invited to fill those units. Of the 400, about 50 applicants were present and 13 units were reoccupied. In addition to the 225 units, there were another 100 units being prepared for reoccupation. Some of these units have been referred to the Modernization and Redevelopment department because they will cost more than $6,000 to renovate. Mr. Fortner stated that the vacancy situation is challenging because most of the available units are in Sunnydale, Potrero Hill, Hunter's View, and Alice Griffith. Individuals on the waiting list have demonstrated a serious lack of interest to move into these developments. Additionally, the waiting list process cannot be circumvented, and the oldest applicants must be contacted first. Mr. Fortner introduced the next strategy. On January 14th, 15th, and 16th, 1200 applicants on the waiting list will be invited to update their information in an attempt to fill these vacancies. The Housing Authority is optimistic that of the 17,000 people on the waiting list, these units will eventually be reoccupied. Mr. Fortner stated that the Authority is under scrutiny by the regulatory bodies and the SFHA is being very careful not to compromise the integrity of the waiting list process.

President Palega asked how long applicants have to respond after receiving their letter before they are removed from the list, and what is the SFHA doing to ensure the applicants duly receive their letters. Mr. Fortner answered that names are only purged from the list if the invitation letters come back indicating the person has moved and left no forwarding address. The letters specified the location of the vacant units. If an applicant does not want to live in Alice Griffith, Hunters View, Potrero Hill, or Sunnydale, their names are not removed from the waiting list and if a vacancy opened in another area, the person is presented with that option. Those who received an invitation letter are expected to be present on January 14th, 15th, or 16th, unless an alternative date and time was scheduled by the applicant. President Palega stated that if an applicant turns down what the SFHA has available, the person should be removed from the list. Because the longer the units remain unoccupied, the more likely unauthorized people will camp out in the abandoned units, destroy the property, and the SFHA incurs expenses. Mr. Fortner

reiterated that the SFHA must be mindful of the rules of the regulating bodies, and abide by them. President Palega suggested that the regulating bodies be apprised of the situation the SFHA is managing, and the rules be revised.

Commissioner Clark echoed the concerns of President Palega. Commissioner Clark stated that he had received a letter from the former City Attorney, Louise Renny, who expressed concerns about the Big Four properties. Executive Director Gregg Fortner said that he had received the letter today, and it is dated November 13, 2002. He also said he would attempt to establish a meeting with Ms. Renny and anyone she is representing to solicit their help in addressing this issue. President Palega stated that he had conversed with Julissa Owens concerning the receipt of mail in a more timely fashion that he may adequately respond. Mr. Fortner stated that he would report on the vacancies during the Report of Secretary until the vacancies are filled. Commissioner Brown commented that the point in the letter particularly interesting to him was the number of vacancies that were not ready to be reoccupied. Commissioner Brown requested those numbers be made available. Mr. Fortner responded that maintenance is preparing between 125 and 150 units to be reoccupied and 107 units have been referred to the Modernization Department because the rehabilitation costs exceeded $6,000. Mr. Fortner promised the exact numbers would be reported at the next Commission meeting.

Mr. Fortner continued his report with the correspondence from the Public Relations Board. Mr. Fortner referenced a previous meeting when members of the SEIU, Local 790 addressed the Commission with various issues. The correspondence before the Commission was a letter from the Public Relations Board dismissing the SEIU's charge of unfair practice by the Housing Authority. Mr. Fortner stated that the allegations of the SEIU were dismissed due to a lack of merit.

Next, Mr. Fortner discussed the memorandum pertaining to Commissioner Palega's request for information on the HUD Operating Subsidy Payment Schedule. Mr. Fortner explained the HUD payment schedule to date and went on to discuss the correspondence from the Council of Large Public Housing Authorities. Mr. Fortner said that he is soliciting the help of residents, the Commission, and the city and national governments to address this serious issue. Mr. Fortner summarized the document stating that HUD had miscalculated their budget for 2002 and will face a $250 million dollar shortfall for the 2003 budget. HUD appropriated $250 million from the 2003 budget to cover the miscalculation of the 2002 budget and will not seek additional funding to cover these costs. This will affect all Housing Authorities nationwide. HUD is expected to fund operating subsidies at 70% of what is necessary. Mr. Fortner stated that this cut will be devastating for Housing Authorities across the country. Congresswoman Pelosi, the Conference of Mayors, and Mayor Willie Brown are already getting involved. Mr. Fortner appealed to the public at large to write their congressperson and the various newspapers in objection to the cuts. At a future date, the programs, services, and staffing affected by these cuts will be announced.

Commissioner Clark asked how the letter dated November 18, 2002 from Charles Garnett of the TARC agency relates to the HUD budget cuts. Outlined in Mr. Garnett's letter are problems regarding voluntary compliance with the Consent Decree and the Department of Justice exercising its right to pursue the SFHA. Commissioner Clark inquired what the impact of this decision is if the SFHA will only be operating at 70% of its required budget. Mr. Fortner answered that the letter is actually good news because it was announcing that the SFHA PHA Plan was approved and the SFHA will be able to access capital funds for this year. The 30% cut will begin on October 1, 2003. Mr. Garnett's letter pointed out that the Department of Justice's lawsuit could potentially cause funding problems in the future, but the correspondences are unrelated.

Commissioner Smith asked if maintenance employees who are on sick leave, for an extended period of time, could be substituted so that their duties don't go unmanaged. Mr. Fortner replied that he was unfamiliar with the specifics of the situation Commissioner Smith described, but that position is budgeted, so if someone is out sick, the union should be able to temporarily replace that position.

Mr. Fortner emphasized that the Finance Committee should meet as soon as possible because HUD is now requiring the budget proposal to be submitted on May 1st versus the June 30th date in previous years. Mr. Fortner informed the Commission that the 30% cut represents $8.1 million of the SFHA funding, which equates to about 80 jobs. Services, maintenance, and security are just a few examples of how the cut will affect the Agency and its residents. Therefore, it is imperative that the Finance Committee schedules a meeting as soon as possible to prepare for the October 1st budget and the consequences of the 30% cut.

President Palega stated that since we know the SFHA is facing some crucial times, have a couple different scenarios been proposed for the Commission to examine? He stated that when changes are about to occur, the Commission should be informed ahead of time so that the Commission can be prepared. He said that a lot of information had just been received and prior to this, Mr. Fortner had only verbally informed the Commission, but nothing had been received in writing until now. President Palega reiterated his request for different scenarios to be presented to the Commission because if calls are received regarding this issue, the Commission would like to be prepared to answer. Mr. Fortner stated that the agency is currently working on three different scenarios to present, and also pointed out that the correspondence received, concerning the cuts, was dated January 6, 2003. President Palega commented that now the Commission is aware of this issue and everyone should work on this problem together so that when the cuts have to be administered, a collective agreement has already been reached, that everyone could feel comfortable with. Mr. Fortner said that because the SFHA fiscal year doesn't begin until October 1, 2003, the Agency has 10 months to develop a plan.

Executive Director Gregg Fortner continued his report by honoring a vocal resident of public housing, Ms. Jule Green. Ms. Green died on November 27, 2002 and Mr. Fortner asked everyone to observe a moment of silence in her honor.

President Palega entertained any questions for Mr. Fortner. Commissioner Clark addressed the Commissioners in regards to the APRI report. He inquired as to whether it was a good investment of the Housing Authority's funds to spend $50,000, which resulted in only 1800 registered voters. Commissioner Clark stated that next time, a better performance should be demanded. President Palega responded that better performance should be demanded of all staff, and quoted Mr. Fortner's promise to examine the drop in numbers. President Palega also stated that if this is a problem that can be improved at the Commission level, then he agrees with Commissioner Clark, but if the problem lies within the Registered Voters Office then the remedy must also come from there. President Palega also mentioned that the staff needs to make sure the vendors submit accurate bids for a job because requesting more money through a change order may no longer be possible. Executive Director Gregg Fortner addressed the comments of Commissioner Clark concerning APRI. Mr. Fortner stated that APRI went beyond registering voters and held successful recreational activities for at-risk youth and brought a sense of unity to the community. President Palega echoed the comments of Mr. Fortner. Furthermore, President Palega requested a closed session at the next meeting to further discuss the matters presented to the Commission.

6. COMMITTEE REPORTS

President Palega announced that no committee meetings were held, but all will be scheduled in the near future.

Diversity Committee
No report.

Finance Committee
No report.

Personnel Committee
No report.

7. REPORT OF GENERAL COUNSEL

President Palega welcomed Donna Martin, the new General Counsel. Ms. Martin told the Commission if they have any concerns or questions to give her a call. Commissioner Clark announced that Carl Williams, the former General Counsel and long time employee had retired and suggested that a resolution be drafted in honor of his years of service. There were no objections from the Commission.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

President William Vitale asked if the HUD rule to fund $25 a unit for the tenant associations will still stand despite the 30% cut in funding. Executive Director Gregg Fortner replied that the rule will stand, but whether the funding will be available after the cuts, is questionable. President Vitale reported that the December 18, 2002 Volunteer Appreciation Luncheon was a success and thanked everyone for attending.

Public Housing Tenants Association (PHTA)
No report.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

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Kamilah Watson, representing the homeless families of San Francisco, handed out a packet to all of the Commissioners. Ms. Watson explained that the packet contained a memorandum received on December 23, 2002 during a rally in Sunnydale. The subject of the memo was the Housing Authority leasing fair to house 3000 families. Ms. Watson stated that the number went from 3000 to 300 and she was supposed to be one of the families moving in. She said that all of her paperwork had been filled out and the additional documentation requested had been provided, yet she still hadn't heard back from the Housing Authority. Ms. Watson stated that she had come to speak with Mr. Fortner earlier in the day, but the staff informed her that he was unavailable. She claimed that the Housing Authority is keeping hundreds of families in homeless shelters, homeless hotels, and even on the street. When Ms. Watson and others showed up for the leasing fair, they were told that no such fair was being held and even though the SFHA claimed a desire to fill the vacancies, homeless people are still getting the run-around. Ms. Watson requested that the vacant units be rehabilitated now and homeless people be given priority to fill them. Furthermore, no homeless shelters were contacted about the leasing fair. Ms. Watson requested a leasing fair be held in three weeks dedicated for the homeless.

Victoria Kirk was not present to address the Commission.

Bianca Henry, an Advocate for the Coalition on Homelessness addressed the Commission. She stated that over 753 families live in the shelters and none of them received a letter regarding a leasing fair. Furthermore, it is wrong to have these units remain vacant with so many homeless people in San Francisco that would be more than

happy to live there. Ms. Henry pleaded for the Commission to give the homeless their fair chance at receiving housing.

Jennifer Friederbach, of the Coalition on Homelessness addressed the Commission. Ms. Friederbach stated that their organization derived at a 23% vacancy rate from documentation received from the Housing Authority and by performing a manual count. The Coalition on Homelessness found that 1 in 4 units at the Sunnydale development were boarded up. The manual count found that 1170 special units are vacant. Ms. Friederbach said that they were told that these units were part of the HOPE VI developments. This lead the Coalition on Homelessness to perform further analysis which found that only a couple hundred units were accounted for and left about 600 or 700 unaccounted for and they would like to know why. Ms. Friederbach concluded by stating that the SFHA was quoted in the newspaper as giving priority to homeless families and she would like to see that enacted as well as a leasing fair that targets homeless families. Ms. Friederbach also requested a meeting with the Executive Director, Gregg Fortner to go into further details of her presentation.

Executive Director Gregg Fortner clarified the statistics when stating that the SFHA does not have a 23% vacancy rate. The vacancy rate is under 10% and the 1000 units referred to are not counted by the SFHA because they are HOPE VI developments and are privately managed. Plaza East, Hayes Valley, and the Bernal Developments are full. Mr. Fortner agreed to meet to further clarify the information.

Commissioner Brown added that the Commission requested this information, and it is a concern that is not going unnoticed.

President Palega asked the representatives to make sure to leave their names and numbers with the staff so that a meeting can be scheduled. Mr. Fortner stated that he was informed that a meeting had been scheduled for January 10, 2003 at 10:30 a.m.

10. UNFINISHED BUSINESS:

There was no unfinished business.

11. NEW BUSINESS

RESOLUTION No. 5072

(A) RESOLUTION RATIFYING THE APPROVAL AND EXECUTION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND THE CARPET, LINOLEUM AND SOFT-TILE WORKERS' UNION, LOCAL 12

Paul Howard, Human Resources Manager, presented the details of the resolution. Mr. Howard stated that the previous contract expired on September 30, 2002. Negotiations were begun in mid to late August. The economic provisions comply with the Federal wage rate regulations. The new MOU provides the benefits of a more comprehensive management's rights clause, performance accountability provisions, and furthers the SFHA efforts to achieve a higher degree of uniformity among all existing MOU's. It is a four-year agreement that will provide long-term stability and harmony with the union.

Commissioner Clark asked if the memorandum was requesting $23,000 the first year, $24,000 the second year, $25,000 the third year, and $26,000 the fourth year. Mr. Howard responded yes. Commissioner Clark then asked if Mr. Howard was the individual who negotiated the MOU. Mr. Howard responded yes. Commissioner Clark asked Mr. Howard if he was satisfied that this was in the best interests of the Housing Authority. Mr. Howard responded that he believes it is an excellent agreement, and because it is a four-year agreement, it is consistent with the 7 or 8 MOU's negotiated over the last 18 months and wages given by the city and county of San Francisco.

President Palega asked the Union representatives to step forward and address the question of what efforts are being made to recruit residential employees for entry into their apprenticeship program and joining the union. Gene Hopkins and Dave Figoroa of Local 12, District Counsel 16 stepped forward. Mr. Hopkins answered that those opportunities are available to anyone. The union has a name recognition hiring hall procedure. This allows the resident to sign up on the out of work list, call the union hall stating that they are a resident, and regardless of where the person is on the list, that individual will be dispatched.

Executive Director Gregg Fortner added that a meeting was held that day to try to put a provision in the Building Trades Council MOU that will require all Unions to give preference to residents seeking apprenticeship programs and employment.

Commissioner Clark commented that he was confused as to how $23,000 will be enough for all of the employees in this Union. Mr. Howard explained that the SFHA has seven floor coverers and one foreman, so it is a relatively small group and hence the small cost.

Commissioner Brown asked if the wages would be retroactive. Mr. Howard responded that the wage increase would be retroactive beginning October 1, 2002. Commissioner Brown suggested that negotiations begin earlier than the month before the contract is ending to avoid retroactively increasing the wages. Mr. Howard thanked Commissioner Brown for the good advice.

Commissioner Smith asked what were the wages for the apprenticeship program. Mr. Hopkins replied that the apprenticeship program begins at 50% of the normal wages and increases by 5% each year. Fifty percent equates to about $22,600 per year and includes benefits.

Commissioner Clark moved to approve Resolution No. 5072. Commissioner Brown seconded the motion. Resolution No. 5072 was approved by a unanimous vote.

Commissioner Palega announced that Item 11 B was removed from the agenda and the Commission would now entertain Item 11 C.

Resolution No. 5073

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENIRONMENTAL, INC. TO PROVIDE ASBESTOS CONSULTING SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

President Palega was not present for the presentation, discussion, and voting of this resolution. Vice President Lee presided over this issue.

Richard McGuire, the Environmental Specialist for the SFHA provided the details of this resolution. Mr. McGuire stated that this resolution would replace three contracts that have recently expired. The issue for this contract is the environmental consulting services to manage the SFHA asbestos containing materials. Contact with asbestos is pervasive throughout all of the building work. As required by state law, a procurement request was done by a request for qualifications. The Environmental Evaluation Panel selected the most qualified firm, and then the rates were negotiated. SCA's rates have remained unchanged since 1994. Invitations were sent out to 23 firms, and five statements of qualifications were received. On SCA's last contract, they achieved a 30% resident hiring rate and are a certified MBE/WBE firm.

Commissioner Brown asked how much the first contract totaled. Mr. McGuire answered that the first contract was for $150,000 with three different firms. Commissioner Brown then asked how much of the contract's funds were previously used. Mr. McGuire answered that about $5,000 to $10,000 remained.

Commissioner Clark moved to approve Resolution No. 5073. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5073 was carried by a unanimous vote.

Resolution No. 5074

(D) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH SCA ENVIORNMENTAL, INC., TO PROVIDE LEAD CONSULTING SERVICES ON AN AS-NEEDED, TASK

ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $50,000

President Palega returned, and was present for the presentation of this resolution.

Richard McGuire presented the details of this resolution. He stated that this resolution was very similar to the previous, but a separate procurement was performed to give more companies a chance to bid for the award. The procurement process determined that SCA was the number one firm after the request for qualifications was complete. The contract would replace three contracts totaling $150,000. This contract will allow for immediate availability for an emergency response and the 30% resident hiring rate would be achieved.

Commissioner Brown asked why there is such a difference in the price range between this contract and the last. Mr. McGuire answered that quite a bit of work had been completed under the previous contract, and $23 million dollars in emergency fund allocations lead to a lot of extra activity in lead and asbestos.

Commissioner Clark moved to approve Resolution No. 5074. Commissioner Lee seconded the motion. The motion to approve Resolution No. 5074 was carried by a unanimous vote.

Commissioner Clark was excused at 5:30 p.m. and was not present for the remainder of the Commission Meeting.

Resolution No. 5075

(E) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH LEE INCORPORATED TO PROVIDE CIVIL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $100,000

Steve Haines, Construction Services Manager of the Housing Development and Modernization Department presented the resolution. This resolution and the proceeding two resolutions are necessary for the capital funds program for the fiscal years of 2001 and 2002. He stated that these consulting contracts provide the SFHA with necessary expertise not available by the staff. This procurement will replace previous contracts that were successfully completed and have expired. Mr. Haines stated that all of the firms that will be recommended are HRC certified and minority, woman owned businesses. However, the structural engineering firm outgrew their disadvantaged, minority status. They are excited about hiring resident employees and the four contracts comprised of 1500 residential hours. Waymond Nichols has already identified two residential students

willing to work for these companies. Mr. Haines commented that Ellen Lee, the owner Lee Incorporated, was unable to attend the meeting, but was present at the last session when a quorum was not met. He further explained that the last contract was for $124,000 and this one is for $100,000.

Mr. Haines reported that the Civil Engineers provide expertise for underground sewer issues, accessibility issues, ground water springs, landslide repairs, and are available for emergencies. The procurement was done through a request for qualifications, and the evaluation panel selected the most qualified firm. The hourly wages are then negotiated with the most qualified firm. If a satisfactory solution is not reached with the top firm, the next best firm is contacted. With respect to Lee Incorporated, the negotiations were successful and the SFHA received the same rates as the expired contract established in 1999. Advertising and outreach was directed to the MBE/WBE list maintained by the Human Rights Commission. Four statements of qualifications were received and it was clear that Lee Incorporated was the most qualified firm to meet the SFHA's needs. Over 250 hours of resident employment are anticipated and Lee Incorporated is a certified MBE/WBE firm.

President Palega asked how were their resident hiring practices in the past. Mr. Haines replied that they have implemented resident hiring in the past, but it was not at the 25% level because that rule was enacted after the execution of the previous contract with Lee Incorporated. Commissioner Palega stated that the 25% rule was in place at that time. Executive Director Gregg Fortner clarified that at that time, the 25% resident hiring rule only applied to construction contracts. President Palega stated that he doesn't have a problem with giving this firm a try, but the resident hiring issue is one of the top priorities of the Commission, along with security.

Commissioner Brown asked Mr. Haines if he has a list of residents seeking employment. Mike Roetzer, Administrator for Management Services and Support interjected that Waymond Nichols is the point of contact for all contractors doing business with the Housing Authority and has been very aggressive in recruiting residents of Public Housing and Section 8 who are interested in employment. Mr. Nichols maintains a database of resident interests in working. President Palega requested the statistics of which companies are hiring residents, and the percentage of work completed in these contracts thus far. President Palega commented that when he visits various sites he doesn't see any residents working and has yet to see an African-American performing any roofing work, other than with Western Roofing. President Palega expressed concerns about residents actually being hired versus the contracted firms playing number games. Mr. Roetzer confirmed that the Commissioners would receive the report.

Commissioner Brown moved to approve Resolution No. 5075. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5075 was carried by a unanimous vote.

Resolution No. 5076

(F) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH F.W. ASSOCIATES, INC. TO PROVIDE ELECTRICAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $300,000

Steve Haines, Construction Services Manager of the Housing Development and Modernization Department explained that this contract is with a firm that the SFHA has not worked with before. The owner of the company was present, but had to leave due to childcare issues. The contract with F.W. Associates will replace an expired $200,000 contract. The increase is necessary because of the large number of fire alarm systems, emergency generators, and intercom systems that are programmed in the capital fund for the next two years.

Mr. Haines reported that this was a heavily advertised request for qualifications. Twelve mailings were directly sent to the MBE/WBE of the HRC list. The SFHA received seven responses and after the evaluation panel's written and oral review, F.W. Associates was selected. F.W. Associates had excellent references and performances for other organizations in San Francisco. The billing rates were negotiated down to a similar price range as the civil engineers and over 600 hours will be allocated to resident employment. F.W. Associates is a local minority business enterprise.

President Palega asked if the 600 hours would meet the 25% resident hiring requirement. Mr. Haines responded that it would exceed the 25% resident hiring requirement.

Vice President Lee asked Mr. Haines to ensure that a firm representative is present when a contract of this magnitude is due to be awarded. She contended that it is disrespectful to the Commission not to have a representative present. Mr. Haines notified the Commission that the owner of the company was now present. Vice President Lee expressed her appreciation for their presence for such a serious issue.

Vice President Lee moved to approve Resolution No. 5076. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5076 was passed by a unanimous vote.

Resolution No. 5077

(G) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH MECHANICAL SOLUTIONS TO PROVIDE MECHANICAL ENGINEER CONSULTANT

SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

Steve Haines, Construction Services Manager of the Housing Development and Modernization Department reported that Gordon Kong, one of the owners of Mechanical Solutions was in the audience. The as-needed, stand-by contract for $150,000 before the Commission, would replace an expired contract of $200,000. It provides for heating and water and domestic water piping replacements, dealing with faulty boiler replacement, and kitchen ventilation systems, all of which are programmed in the capitol fund. Mr. Haines stated that this procurement was an RFQ, 16 firms were solicited, three responses were received by the SFHA, and Mechanical Solutions was selected. The rates were negotiated in comparison with the civil engineer contract and over 375 hours of resident employment will be allotted. Mechanical Solutions is a certified, local, minority enterprise.

President Palega asked what kind of work Mechanical Solutions previously performed for the SFHA. Mr. Haines stated that he was not aware that Mechanical Solutions was previously successful in meeting the resident hiring quota. Mr. Kong of Mechanical Solutions addressed this issue. He informed the Commission that it was very difficult to employ qualified residents due to the expertise required to perform the work. President Palega asked Mr. Kong if the staff discussed the resident hiring requirement with him prior to the firm accepting the contract. Mr. Kong stated that it was discussed and attempts were made to hire residents through Waymond Nichols. Executive Director Gregg Fortner asked Mr. Kong to state how F.W. Associates would make sure they meet the resident hiring requirement in the future. Mr. Kong responded that F.W. Associates is planning to have a training session for the residents prior to beginning the work.

Commissioner Brown asserted that it is very hard to believe that the firm couldn't find some type of work suitable for a resident. President Palega suggested a clerk's position. Mr. Kong replied that F.W. Associates is a very small firm that couldn't afford lay offs in return for resident hires. Commissioner Brown asked how many people make up the firm. Mr. Kong stated that there are 3 or 4 people on staff, but the firm will plan ahead and work with Waymond Nichols to identify residents eligible for hire. President Palega stated that no matter what size the firm is, 25% resident hiring is a requirement. President Palega also suggested various duties that resident employees could perform and requested that this contract be monitored with respect to their resident hiring practices.

Commissioner Smith complained that in the Senior buildings there were problems with the hot water, and residents were being scalded. Mr. Kong stated that the boilers are currently being replaced.

Commissioner Lee commented that more companies should follow the example of F.W. Associates and complete projects under the budgeted amount and in a timely manner.

Commissioner Brown moved to approve Resolution No. 5077. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5077 was passed by a unanimous vote.

Resolution No. 5078

(H) RESOLUTION APPROVING A LETTER OF AGREEMENT WITH THE SHERIFF'S DEPARTMENT TO PROVIDE CRIMINAL HISTORY INFORMATION AND RATIFICATION OF CRIMINAL HISTORIES OBTAINED BASED ON AN URGENT NEED

Mike Roetzer, Administrator for Management and Support Services briefed the Commission on this resolution. Mr. Roetzer stated that criminal background checks are required for all individuals over the age of 18 entering public housing, obtaining a Section 8 voucher, or becoming employees of the Housing Authority. Most recently, the Authority had hired a private firm to perform the credit checks and criminal background checks. The SFHA found the information provided very limited and expensive. The credit checks are now being done "in-house," and the Sheriff's Department has agreed to perform the criminal background checks. The SFHA anticipates about 4,000 criminal background checks over the next year. Mr. Roetzer explained that the Sheriff Department's criminal background checks are very comprehensive. They retrieve the information from the California Law Enforcement Telecommunications System (CLETS). These reports include all state-wide information, some national information, any information on sex offenders, arscenists, and drug offenders. The Sheriff's Department has been used by the SFHA for the last three years to perform the pre-employment criminal background checks and the requested information is received within a day. Mr. Roetzer stated that the SFHA will be charged $18 per request. This price is extremely competitive considering that commercial companies are charging between $20 and $33 for much less information. This will be executed through a letter of agreement that was drafted by the SFHA in conjunction with the Sheriff's Department and an authorization form to be signed by the individuals to be checked.

President Palega asked for the cumulative amount anticipated to perform the criminal background checks. Mr. Roetzer stated that it will cost the Authority $72,565 in the first year.

Vice President Lee asked if this price could be negotiated due to the volume of checks to be performed. Mr. Roetzer stated that this is the best price the Sheriff's Department could give the SFHA. Mr. Fortner interjected that the initial quote from the Sheriff's Department was $86,000. Commissioner Brown asked what is the turn around time to receive the information after it is requested. Mr. Roetzer answered that for this amount of money, the Authority is essentially buying a position to constantly perform this task. The Sheriff's Department has stated that they can return the results within 1 or 2 days

President Palega asked if this was negotiated through Mr. Anderson. Mr. Roetzer replied that this was negotiated through the lieutenant who specifically handles the records and has been in contact with Michael Hennessey. The sheriff, Michael Hennessey, will sign the LOA. Commissioner Palega suggested that Mr. Anderson be contacted to further negotiate this agreement because of the Authority's current financial issues.

Commissioner Brown moved to approve Resolution No. 5078. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5078 was passed unanimously.

Resolution No. 5079

(I) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A TWO-YEAR CONTRACT WITH THE KPA GROUP TO PROVIDE STRUCTURAL ENGINEER CONSULTANT SERVICES ON AN AS-NEEDED, TASK ASSIGNMENT BASIS FOR ALL DEVELOPMENTS IN A TOTAL AMOUNT NOT-TO-EXCEED $150,000

Steve Haines, Construction Services Manager of the Housing Development and Modernization Department reported the details of this resolution. Mr. Haines stated that the execution of this resolution would allow the SFHA to deal with dry rot repairs, exterior concrete balcony repairs, structural damage in roofs and foundations, and various other tasks programmed in the capital fund. Mr. Haines commented that the KPA Group is a Bay Area company that has performed work for numerous public agencies and are definitely the most qualified. Sixteen firms from the HRC list were directly solicited and 6 responses were received. Billing rates were negotiated based on the civil engineer contracted rate. The KPA Group will provide over 350 hours of resident employment, which will be monitored on a monthly basis. Mr. Haines stated that the KPA Group has outgrown the disadvantaged status of a minority owned business, but will be contracting 20% of the work to a local, minority, woman owned firm. Mr. O'Sullivan of the KPA Group was present to address any questions. Furthermore, Mr. Haines stated that the KPA Group had a contract with the SFHA that was under $20,000.

Executive Director Gregg Fortner asked what were the past expenditures for structural engineering. Mr. Haines stated that last year there was a $100,000 contract and about $5,000 was left. Mr. Fortner asked Mr. Haines to explain where the extra $50,000 comes from. Mr. Haines explained that an additional need was established in the capiall fund program.

President Palega asked how many people do 350 hours represent. Mr. Haines answered that Waymond Nichols has identified two students who are particularly interested in the engineering aspect of the work. The goal is to have the students working for an extended period of time at two different firms resulting in a more meaningful work experience. The SFHA is coordinating an internship program between all of the consulting firms. President

Palega then asked if the KPA Group had the $100,000 contract or just a $20,000 contract. Mr. Haines stated that the KPA Group only had a $20,000 contract with the SFHA about four years ago. President Palega asked how the firm previously performed. Mr. Haines replied that they did very good work. President Palega then asked why the SFHA didn't use the KPA Group for the last contract. Mr. Haines stated that they did not apply. President Palega asked Mr. Haines to explain why only three firms were listed when six firms replied. Mr. Haines stated that the six firms were listed on page four, but only the top three were invited to an oral interview.

Vice President Lee moved to approve Resolution No. 5079. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5079 was passed by a unanimous vote.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Eric Utin stated that he was very grateful to Mr. Fortner's staff, especially Beverli Marshall, who took a lot of time to help him resolve issues regarding where he lives. Mr. Utin also commented that Buddy Choy and Charletta Nichols of the Office of Fair Housing had been terrific in helping him deal with some issues. He said that there were some tenants that were conspiring to get him kicked out and the Office of Fair Housing was able to help him. He stated that the Office of Fair Housing is a wonderful creation of the SFHA and Gregg Fortner is doing a great job. Furthermore, when he had a problem with his heating unit, the maintenance team was very responsive and he appreciated it.

13. COMMISSIONER COMMENTS AND REPORTS

President Palega announced that the Commission had a vacancy on the Finance Committee and appointed Commissioner Clark to fill it. President Palega wished all of his colleagues and the staff a happy new year and welcomed Ms. Donna Martin.

Commissioner Gans requested a report on the PHTA Election results at the next meeting. Commissioner Smith requested a Public Safety Committee meeting because she's observed some very undesirable activities, such as gambling on the sidewalks, going on in Plaza East. President Palega asked Ms. Julissa Owens if she had the reports he requested. Ms. Owens affirmed President Palega's question.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Gans moved to adjourn the meeting and Commissioner Smith seconded the motion. President Palega adjourned the regularly scheduled meeting of January 9, 2003 at 6:25 p.m.

Gregg Fortner, Secretary/Executive Director

Sululagi Palega, President

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, January 23, 2003

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, January 23, 2003, at 4:00 p.m.

President Sululagi Palega called the meeting to order at 4:10 p.m.

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner
Neola Gans, Commissioner

ABSENT: *Julie Lee, Vice President (excused)*

A quorum was present.

ALSO PRESENT: *Ms. Naja Boyd, Deputy Executive Director*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

President Palega announced that the minutes would not be approved because they were not ready and will be taken up at the February 13, 2003 Commission meeting. Commissioner Brown moved to approve the agenda and Commissioner Clark seconded the motion. The motion to approve the agenda was carried by a unanimous vote.

3. GENERAL COMMUNICATIONS

Naja Boyd, Deputy Executive Director stated that she was filling in for Executive Director Gregg Fortner. Ms. Boyd informed the Commission that Mr. Fortner was in Washington, D.C. attending the Conference of Mayors. One of the primary items on the agenda was the HUD proposed 30% cut in the operating budget for public housing. Ms. Boyd stated that she had spoken with Mr. Fortner that day and he informed her that they had an opportunity to meet with the mayors from around the country, as well as other representatives. The Conference of Mayors is in the process of preparing a resolution to

present to Congress, urging the restoration of 100% of the public housing budget. Ms. Boyd announced that Mr. Fortner would give a complete report at the next Commission meeting as well as to the city.

Included in the Commissioners' folders were an update on the lease up efforts for public housing with respect to the vacant units, the schedule of the 790*** negotiations, and a report of the status of resident hiring statistics for the companies that have contracted with the SFHA. Ms. Boyd stated that at the next meeting, the report regarding the PHTA elections would be submitted to the Commission.

President Palega asked if any agreement had been made regarding the 790*** issue. Ms. Boyd stated that the SFHA is still in the midst of the negotiations and referred President Palega to the schedule.

Commissioner Clark asked Ms. Boyd to review the memorandum that discussed the lease up efforts and vacant units. Ms. Boyd reported that for the month of January, the Eligibility office sent out over 1200 letters of invitation to individuals on the two-bedroom waiting list. Three days in January were dedicated to interviews and screening. Of the 1283 invitations, 203 individuals showed up for the appointment and 200 are pending eligibility determination. Twenty-five of the applicants were referred and 7 units were leased. Ms. Boyd stated that this would be an on going report so that the Commission can see the progress and efforts to lease up the vacant units to those on the waiting list.

President Palega asked how many vacant units there are. Ms. Boyd answered that there are 233 vacant units ready to be leased.

Commissioner Clark asked if Ms. Boyd knew why 1000 people didn't show up for scheduled interviews. Ms. Boyd stated that some of the names might have been too old, some may have moved, and some may not have responded. The reasons are numerous and vary, Ms. Boyd said. Commissioner Clark asked if individuals on the waiting list called and requested an appointment or were they just to respond to the letter. Ms. Boyd replied that the staff sent out the letters and the appointments were scheduled accordingly.

Commissioner Brown asked how the responses or lack thereof, are monitored. Ms. Boyd stated that individuals on the waiting list are given the opportunity to update their information twice a year and the staff sends the invitations to the most recent address on file. In response to Commissioner Brown's next question, Ms. Boyd stated that if the mail comes back, the Authority recognizes that the address is no longer valid and keeps a record of it.

Commissioner Gans asked what happens to individuals who have a late response to the invitation. Ms. Boyd stated that in most instances, the names would be removed, but in this particular effort the names are being held because the SFHA is focusing on the Big Four properties. If the individual does not want to move into one of the Big Four units,

they still have the option for a unit in another development should one become available. Commissioner Gans requested a timeline detailing how long the waiting list process will take.

4. REPORT OF SECRETARY

Deputy Executive Director, Naja Boyd invited Barbara Smith forward to give a report regarding the Valencia Gardens timeline. Ms. Smith pointed out that Anita Ortiz, President of the Valencia Gardens Resident Council, and Kenneth Jones, Director of Mission Housing, were present. Ms. Smith stated that she would give the Commission a brief update of the status of the planning and relocation efforts. Mr. Jones would then give an update of the schedule and financing plans.

Ms. Smith began by stating that Valencia Gardens was first envisioned as a rehabilitation project, but after intense meetings with the tenants, and architect design workshops, two years ago, the plans were changed to new construction. The SFHA continues to have design meetings and has progressed from the design schematic phase to design development. Under the coordination of Ms. Ortiz, monthly task meetings are held with the residents and community groups. The SFHA holds bi-weekly development meetings are held with the Valencia Gardens Board, Mission Housing, and other development team members at Valencia Gardens. The SFHA is also having weekly meetings with the developer and thus far, an entire disposition and development agreement has been drafted. Upon additional legal review, the document would be presented to the Commission in March. Ms. Smith reported that the SFHA is well into the environmental approval and planning process. The developer partner has submitted the conditional use application and a number of the environmental submittals have been completed and forwarded to the state and local agencies for review. Nibbi Brothers is the contractor selected and preliminary cost estimates have been received. This has allowed the SFHA to compose financing strategies and plans. The SFHA is in the process of identifying which financing applications must be prepared and where those applications would be submitted. The SFHA relocation staff, under the supervision of Nicole McKray(sp**), has only 75 families left to move and Ms. Ortiz has been working very hard with the residents who remain to assist them in their choices of Section 8, Public Housing, or other subsidized housing options. Ms. Smith then invited Kenneth Jones to report on the financing proposals.

Kenneth Jones, Director of Housing Development at Mission Housing, stated that as far as financing was concerned, a California Debt Limit Allocation would be attempted in July of 2003. An application will also be submitted for the new allocation of funds from the Multifamily Housing Program (MHP) program in the first or second round of 2003. Currently, the sources are a state mortgage revenue bond allocation, 4% tax credits, funds from MHP, and housing program funds. The primary financing is being proposed to the California Housing Finance Agency (CHAFA). This organization has a program specifically designed for HOPE VI projects. CHAFA provides the issuance, and acts as

the buyer of the allocation as well. This saves the SFHA costs, time, and provides for flexibility in the schedule to move forward in a timely fashion.

President Palega stated that he was concerned about the date the SFHA would be applying for the tax credits. As he understood it, the SFHA was to apply for tax credits in February of 2003 and the report stated that the application wouldn't be submitted until September of 2003. President Palega also questioned how construction could begin in June if the tax credits are applied for in September and why isn't the schedule of applications accelerated so that construction can begin. President Palega stated that he was concerned that other priorities would begin to take precedence. This project was approved as a two-part project with Bernal Dwellings. Bernal Dwellings has been built and has residents, yet Valencia Gardens still isn't constructed. Ms. Smith explained that the Authority was supposed to apply for 9% tax credits in February, but the schedule did change. Valencia Gardens was the last project, in four of the five sites, the Authority received a grant for. Bernal Dwellings and Plaza East were under one grant. President Palega asked if the application for the 4% tax credit could have been submitted in the same time frame that the 9% tax credit was to be submitted, especially because it is not as demanding. He stated that his perspective derives out of concern for the relocated tenants. Ms. Smith replied that previously, there was a June estimate, but the time frame did slip, and remediation and demolition would begin in August. Actual construction wouldn't begin until the early part of 2004. Ms. Boyd asked Ms. Smith to address the tax credit application submittal date. Ms. Smith stated that the bonds for the 4% tax credit are not competitive which is very positive for the city and the development. Mr. Jones interjected that the bond application is submitted first. Upon that approval, the next month the credit allocation is applied for. When the application for the tax credit is submitted, all of the funding must be in order. Furthermore, the first round of the MHP program is just available in 2003. The design, costs, and local and state subsidies must be at a certain point when the application is submitted. Essentially, the SFHA won't have the details necessary to submit the tax credit application until September.

President Palega stated that the more time it takes, the more unreliable the funding will be. As the process is prolonged, the longevity of the partners of the SFHA, that could possibly supply additional funding, will also come into question. The longer that we wait, the more it will cost to succeed in finishing this project and the SFHA doesn't want to find itself in the same predicament as the city of New Orleans where they developed two HOPE VI projects but couldn't complete anymore. President Palega's next question was if the residents are relocated by June, could the timeline be adjusted to accelerate the process. President Palega stated that at this point, there is no margin for procrastination and all entities involved are affected when the dates agreed upon are changed and that is worrisome. President Palega said that he is really concerned because the people that will be hurt the most are the poor residents that will be displaced if this building is not constructed. Furthermore, President Palega stated that he would like the timeline to be moved up and the tax credits applied for, because he doesn't want a new mayor and new supervisors to come into office in 2005, and state that public housing in that area is not a

priority. Ms. Boyd asked Ms. Smith if the timeline can be revisited and some of the items be accelerated. Ms. Smith stated that the staff would do that and keep the process moving as fast as possible. President Palega stated that everyday when he passes those buildings, he knows no one lives in them, but yet he sees people coming out of the hallways and it is becoming a security issue. Security surveillance would ultimately be dispatched to where people are supposed to be living and not to buildings that are supposed to be vacant. So, the faster this process is moved along, the fewer consequences the SFHA will have to endure.

Commissioner Clark stated that this is the first time the issue of Valencia Gardens has been addressed since he's been on the Commission and the information provided on that day was minimal. Commissioner Clark wanted to know if this project was similar to that of the North Beach Project. Ms. Smith responded that it is and there is a tremendous amount of documentation that could be shared with the Commission. Commissioner Clark asked Ms. Smith if the SFHA had summary documentation of the approvals and work to be accomplished. Ms. Smith stated that the documentation does exist, and it could be provided to the Commission. Commissioner Clark asked what the total cost of the Valencia Gardens project is. Ms. Smith answered that it is about $53 million. Ms. Smith stated that they would be back before the Commission in about four weeks and suggested that the Commission be briefed on the Disposition and Development Agreement at the meeting prior to the necessary Commission approval. This would ensure an in depth review process to enhance the Commission's understanding of the documents and progress thus far. Ms. Boyd suggested that a Special Meeting be held to specifically address this issue.

In response to President Palega's question, Ms. Smith stated that initially Valencia Gardens was a rehabilitation project estimated to cost $35 million. Mr. Jones clarified that the estimated cost is actually about $45 million. Ms. Boyd recommended a Special Meeting to update the status of Valencia Gardens and familiarize the new Commissioners with the project. President Palega requested two scenarios be presented detailing early submissions and action, and late submissions and action. President Palega also wanted the pros and cons of applying for the tax credit now versus in September, detailed in the report.

Commissioner Clark invited Ms. Ortiz to call the Commissioners to inform them of the resident perspective on this issue because that side of the scenario is often left unheard. Commissioner Brown asked if the 75 remaining residents are kept in one building or are they shifting their residence to one building to completely vacate another building. Ms. Ortiz stated that the move was supposed to be done in two phases, but now everyone is just being relocated once to either a Section 8 unit or another Public Housing unit. Commissioner Brown asked if there were initial problems with families vacating the building. Ms. Ortiz commented that she and many others were reluctant to move, but now that the timeline has been established, the residents understand the positive correlation

between moving out and a new building being constructed. For the month of February, 10 families are moving faster as the deadlines approach.

5. COMMITTEE REPORTS

President Palega announced that the Diversity Committee would be meeting on February 6, 2003 at 3:00p.m. The Finance Committee would meet after that date. President Palega also stated that Commissioner Clark was appointed to the Finance Committee at the January 9, 2003 Commission meeting. A Personnel Committee meeting needs to be scheduled to deal with the various scenarios of the 30% cut in operating funds.

Diversity Committee
No report.

Finance Committee
No report.

Personnel Committee
No report.

6. REPORT OF GENERAL COUNSEL

Donna Martin, General Counsel, informed the Commission that at the February 13, 2003 meeting there would be a closed session to discuss litigation issues.

7. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

President William Vitale asked the newly appointed committee chair, Dorothy Ramey to present the diverse programming for the Senior/ Disabled Tenant Associations. Ms. Ramey stated that the City Wide Council would have a speaker on diabetes, and STDs. A program of art for the disabled and another program called Humor for the Health of It are being developed. Ms. Ramey concluded that the City Wide Council hopes to have the Housing Authority represented at two of their functions this year.

Public Housing Tenants Association (PHTA)
No report.

Commissioner Brown asked if there was a reason it is so difficult to get a tenant representative to attend the Commission meetings. Ms. Boyd stated that there is no reason that a tenant representative cannot be present, but no one had been contacted to attend this meeting. At the next meeting, the new Sunnydale President should be in attendance. Ms. Boyd informed the Commissioners that an election of all the family

tenant associations must be held to select a Tenant Association Representative to the Board of Commissioners. At that point, a consistent representative will be present at all Commission meetings. Ms. Boyd stated that the goal is to have the rotation back in place by February. Commissioner Smith asked Ms. Boyd if an invitation is sent to the representatives to attend the meetings. Ms. Boyd stated that she personally contacts the representatives.

8. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

Peter Chardonnet of the San Francisco Conservation Corps stated that the Housing Authority is applying for funds through the Community Development Block Grant of the Mayor's office to work on putting in place structures as well as rehabilitate open areas of senior centers. Mr. Chardonnet stated that the Conservation Corps is in support of the Housing Authority applying for this money.

Mirna Escobar of the Bilingual Community Advocates stated that she is a former resident of Valencia Gardens and her letters regarding the group that did not want to move were ignored. Ms. Escobar said that she wasn't sure if anything was done about it because she moved out after her unit was bombed. If HOPE VI begins telling them the real thing about having to move, they will have to move. For five years they were telling each other in meetings, that they didn't have to move. Ms. Escobar said she doesn't know who is to blame, but she did warn the management, the SFHA, and Ronnie Davis, the Executive Director at that time, and Gregg Fortner the current Director. Ms. Escobar believes that this is where much of the delay derives. The people there are spoiled and they don't take the SFHA seriously.

9. UNFINISHED BUSINESS:

There was no unfinished business.

10. NEW BUSINESS

RESOLUTION No. 5080

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH FINE LINE CONSTRUCTION TO PROVIDE CONSTRUCTION SERVICES FOR CANTILEVERED CANOPY FRAMING

REPAIRS AT CAL 1-18(4), ALICE GRIFFITH, FOR AN AMOUNT NOT-TO-EXCEED $1,477,239.00

Barbara Smith, Housing Development and Modernization Administrator reported that the execution of the resolution would enable the Authority to repair 235 canopies at the Alice Griffith development. There is extensive dry rot and moisture damage to the canopies, the doorways and structural elements surrounding the canopies. The Alice Griffith development was built in 1962 and are wood framed structures. The work is quite extensive and there will be demolition of exterior and interior components that have been water damaged. Some canopies must be completely replaced while others only have elements to be replaced. The stucco surrounding the wood damage will also be replaced. There will be painting, new roofing material on the canopies, and new flashing.

The bid process was identical to all of the other construction contracts. Advertising was done in the trade journals, posted on websites, and the city purchaser's office was used. Bids were sent out to unions, and 24 potential bidders. Twenty-nine contractors came to the pre-bid inspection done on November 20, 2002. Fineline Construction was actually the second lowest bidder. The lowest bidder had major errors in their bid calculations and withdrew their bid. The SFHA contracting officer reviewed the bids and the request and accepted the bid withdraw. Fineline Construction is ready to begin the work immediately. Under a previous contract, Fineline had performed work at the Alice Griffith development and is familiar with the units. Fineline is also prepared to provide waterproofing to help get through the rainy season and prevent further damage to the buildings. Ms. Smith stated that Fineline is a MBE/WBE firm and the president and vice president were present for questions. Ms. Smith said that Fineline had exceeded the resident hiring requirements on previous contracts and has agreed to work diligently to attain the same goal.

Commissioner Brown asked if the five subcontractors would be complying with the resident hiring requirement. Ms. Smith stated that the requirement pertains to the subcontractors as well. Paul O'Freedman, the project manager for this project reiterated that all subcontractors are required to comply with the resident hiring rule. The 25% goal was surpassed under the last contract and the same is expected of this one.

President Palega asked if Fineline still employs any of the residents hired under the previous contract. Mr. O'Freedman responded that they do not because during the first phase the employment was mostly for laborers and Fineline didn't have follow-up jobs for those hires. However, Fineline has kept a database of who was hired, and those former employees will be contacted first. Waymond Nichols will also be contacted for further referrals. In response to President Palega's next question, Mr. O'Freedman stated that all of their subcontractors are unionized, Fineline is pro union and they push to have union trades on their jobs.

Commissioner Clark requested that Bob Dahlstrom and Basil Nicolaou step forward. Mr Nicolaou was not present. Commissioner Clark asked if Mr. Dahlstrom prepared the

resolution. Mr. Dahlstrom stated that it was initially prepared by the project manager, Basil Nicolaou and reviewed by him. Commissioner Clark asked if Mr. Dahlstrom was in support of this resolution and if he believed it was in the best interests of the Authority and an effective use of funding. Mr. Dahlstrom replied yes.

Commissioner Brown asked if this would cover the costs or if unanticipated additional work is going to come up in the future. Mr. Dahlstrom replied that these funds should cover the costs.

Commissioner Clark moved to approve Resolution No. 5080. Commissioner Brown seconded the motion. The motion to approve Resolution No. 5080 was passed unanimously.

Resolution No. 5081

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT AN APPLICATION TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR CONSTRUCTION OF A COMPUTER LEARNING CENTER AT 992 ELLSWORTH STREET, AT CAL 1-16, ALEMANY

Alicia Sisca, Senior Project Manager for Housing Development and Modernization presented the details of this resolution. Ms. Sisca stated that the approval of this resolution would address the needs of seniors and families at SFHA developments. The applications for 2003 specify criteria developed by the Mayor's Office of Community Development. Within the criteria the SFHA is presenting for the preservation of existing facilities and neighborhood and community stabilization. These applications are being done in conjunction with the Conservation Corps for outdoor improvements.

Ms. Sisca informed the Commission that currently, the Computer Learning Center at the Alemany development is located within the childcare facility at 953 Ellsworth Street. In order to reinstate the much-needed childcare services the Computer Learning Center must be relocated to 992 Ellsworth Street. This is a vacant, four-bedroom, fully accessible unit that will be redesign to suit the needs of the program. The renovation cost estimate is $179,000. The SFHA is requesting funding of $150,000 from the Mayor's office. For funding over $100,000, the Mayor's office asks for matching funds. So, the SFHA will be paying for architecture and permit fees for the construction and is asking for complete funding of the renovation construction. The Authority intends to improve the quality of life of the residents at Alemany by addressing the needs for technological education through classes at the Learning Center. The renovation of 992 Ellsworth will in turn reinstate the childcare center.

Commissioner Brown asked who is going to provide the 15% of construction costs at the beginning of the project. Ms. Sisca stated that the SFHA is planning to provide the funding of the design, all of the application fees, and any surveys that must be done. This money is already programmed into the capitol account 712.

Commissioner Clark asked who is currently using the facility. Ms. Sisca replied that children and youth are being served at the Learning Center. Ms. Belinda Morgan expounded on the Computer Learning Center statistics. In the year 2002 the Learning Center served over 160 residents in a 14-week program. One third of those residents were of the Alemany Development or nearby developments. Alemany has been the pillar of the Computer Learning Center programming. There is also an afterschool tutorial center that has been running there for 2 ½ years. Services are provided in conjunction with the school district and in the future the SFHA is planning partnerships with City College, the FDIC, and the IRS.

Commissioner Clark asked if the requested funding was $200,000. Ms. Sisca stated that this number had been updated and now totals $179,138.00. Between submitting the resolution to the legal department and the Commission meeting, the actual cost was received from the architect. Of this amount, $150,000 will be used for construction costs. In response to Commissioner Clark's further inquiry, Ms. Sisca stated that 15% of 179,138.00 the Housing Authority would be responsible for.

President Palega requested the placement rate of those graduating from the Computer Learning Center Program. Ms. Morgan stated that she would provide the statistics.

Commissioner Brown asked if there is currently a childcare center provided in Alemany. Juan Monsanto, Planning and Program Development Manager stated that the SFHA is communicating with the Mayor's Office of Children Youth and their Families, to assist in allocating a service provider for the area. Currently, 47 childcare age individuals are in need of the service.

Commissioner Clark moved to approve Resolution No. 5081. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5081 was unanimously passed.

Resolution No. 5082

(C) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT EIGHT APPLICATIONS TO THE MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT FOR THE YEAR 2003 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING IN PARTNERSHIP WITH THE SAN FRANCISCO CONSERVATION CORPS (SFCC)

Alicia Sisca, Senior Project Manager for Housing Development and Modernization presented the details of this resolution. The execution of this resolution would support the San Francisco Conservation Corps obligations to provide outdoor common space improvements in seven senior buildings and one playground of a family development of public housing. By submitting a joint application for the funds, the monies will be received by the Conservation Corps and the SFHA would be sponsoring them to perform the work in our developments. Their training program consists of young people from our communities. The partnership between the SFHA and the Conservation Corps is over 20 years old. The senior buildings will be provided with patio furniture, planters and plants and limited landscaping. The playground will receive safety matting and playground equipment for children 4-12 years old. The SFHA will have to commit to maintain the equipment for at least five years and provide accessibility to the sites.

Commissioner Brown moved to approve Resolution No. 5082. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5082 was unanimously approved.

Resolution No. 5083

(D) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH TABERNACLE COMMUNITY DEVELOPMENT CORPORATION IN ORDER TO BEGIN DISCUSSIONS ABOUT PROGRAMS AND FINANCING OPPORTUNITIES FOR LOW INCOME SAN FRANCISCO HOUSEHOLDS, INCLUDING PUBLIC HOUSING, SECTION 8 AND OTHER FAMILIES

Juan Monsanto, Manager for Planning and Program Development presented the details of this resolution. Tabernacle Community Development Corporation approached the SFHA to develop a series of discussions on how the entities could unite in a partnership to extend opportunities to low income families in the city. The group would ultimately focus on residents of public housing. Rev. Calvin Jones, Rev. Edgar Boyd, and Rev. Abraham Young of the Tabernacle Community Development Corporation were also present. This resolution would establish discussions of programs available in the city. It is an initial step in developing the partnership, so any further ventures discussed as a result of this MOU would be brought back for Commission approval.

Mr. Monsanto explained that Tabernacle has independently as well as collaboratively, developed several programs for low-income families in San Francisco. The MOU states that the discussions will entail topics such as the issues affecting low-income families and community and alternative solutions to those problems.

Commissioner Brown asked how Tabernacle plans on reaching out to the Community. Rev. Boyd stated that the combined membership of the five churches involved in the Tabernacle Community Development Corporation sponsor and provide about 1,000 units

of affordable housing for seniors and families. In addition, an advanced community technology center, and health care information services are sponsored through the corporation. Two charter school sites are in progress, and they are entertaining the concept of a private school. Rev. Boyd stated that he believed that Tabernacle could provide additional resources to the Housing Authority that would otherwise be unavailable and consequentially improve the lives of the residents of public housing. Rev. Boyd stated that this would begin the dialogue of the bigger picture to help those in need.

Commissioner Brown asked Rev. Jones if this is being done for the residents, what role does the Housing Authority's involvement play. Rev. Jones replied that the various churches involved thought that it would be beneficial to unite with the Housing Authority to become apart of the development aspect of housing as well as social service outreach.

Commissioner Clark questioned why a contract must be entered into, at this stage when there are no financial obligation issues. Rev. Boyd stated that it is more about disclosure than anything else. Tabernacle would not want to enter into any kind of discussion that could possibly lead into working collaborative effort without making the right circles aware of that. That way when they come back the Commission will be familiar with the subject matter. Commissioner Clark asked what resources does Tabernacle want to share with the SFHA. Rev. Boyd replied that he was unaware of land the Housing Authority may have available and that is one venture that could possibly be explored. Rev. Boyd also suggested home-owner opportunities for residents, is another avenue to consider. Mr. Monsanto stated that sharing resources could also extend to social and economic resources that the seniors and families may not be aware of. In particular some of the community based organizations that are in the vicinity our developments could be promoted through TCDC. Commissioner Clark asked if entering into this MOU would lead to an expectation of entering into a financial contractual agreement. Rev. Boyd answered absolutely not. The MOU is not binding to either entity. Commissioner Clark asked Rev. Boyd to comment on how the faith-based issue interrelates with the Housing Authority. Rev. Boyd responded that the administration in Washington ahs encouraged faith-based organizations to become involved in community and public outreach programming. Commissioner Clark asked if there was any relationship between a resident's faith and the services they might want to enjoy. Rev. Jones responded no.

Rev. Brown asked Ms. Martin if she'd been involved in the drafting of the MOU and if there are any possible negative legal ramifications in executing this resolution. Ms. Martin stated that she's had limited involvement, but it was made very clear that it was not intended to be any type of obligation other than opening up the dialogue of possible opportunities. Ms. Boyd echoed the comments of Donna Martin and Rev. Boyd.

Commissioner Brown moved to approve Resolution No. 5083. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5083 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no public comments on non agenda items.

13. COMMISSIONER COMMENTS AND REPORTS

President Palega asked the Deputy Director to provide the Commission with the details of the Washington NAHRO Conference in March. Commissioner Palega thanked Ms. Boyd for filling in for Mr. Fortner.

14. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Smith moved to adjourn the meeting and Commissioner Gans seconded the motion. President Palega adjourned the regularly scheduled meeting of January 23, 2003 at 5:47 p.m.

Gregg Fortner, Secretary/Executive Director

Sululagi Palega, President

SAN FRANCISCO HOUSING AUTHORITY
440 Turk Street • San Francisco CA • 94112 • (415) 554-1200

DATE:

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSIONERS

Sululagi Palega, Sr., President
Julie Lee, Vice President
Rev. Edgar E Boyd, Commissioner
George R Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: GREGG FORTNER, SECRETARY / EXECUTIVE DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS PERTAINING TO ADDITIONAL TAX CREDIT FINANCING FOR BERNAL DWELLINGS, INCLUDING AMENDMENTS TO THE MIXED FINANCE AMENDMENT TO THE ANNUAL CONTRIBUTIONS CONTRACT, THE AUTHORITY RESERVE ESCROW AGREEMENT, AND OTHER PROJECT DOCUMENTS AS MAY BE REQUIRED BY HUD, THE CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE OR THE INVESTOR AND EXPEND AN AMOUNT NOT TO EXCEED $500,000 FOR ADDITIONAL BERNAL RESERVES AND $150,000 FOR TRANSACTION COSTS FROM THE ESTIMATED $2,380,000 IN LOAN REPAYMENTS TO THE AUTHORITY

OVERVIEW

This resolution authorizes the Executive Director to execute documents related to additional tax credit financing for Bernal Dwellings. With a reapplication to the Tax Credit Allocation Committee (TCAC), under new tax credit program rules, Bernal Dwellings may be eligible for a 40 percent boost in the cost limits that determine the maximum tax credit award. Receiving the additional tax credits, in excess of those originally contemplated in the November 23, 1999 Partnership Agreement, will enable the equity investor for Bernal Dwellings to provide an estimated $2,380,000 in equity for repayment of a portion of the HOPE VI loan the SFHA made for predevelopment of

Bernal Dwellings. Up to $500,000 of the repayment will be deposited in the Authority and Operating Reserves for Bernal Dwellings, an amount not to exceed $150,000 will be expended for transaction costs and the remainder will be retained by the SFHA.

OBJECTIVES

The objective of the Resolution is to complete the reapplication for tax credits by the TCAC hearing deadline of February 19, 2003 and (1) authorize the Executive Director to execute all documents required for the additional tax credit financing including amendments to the Limited Partnership Agreement, Authority Reserve Escrow Agreement and other project documents as may be required by HUD or TCAC and (2) expend amounts not to exceed $500,000 for additional Bernal reserves and $150,000 for transaction costs from the estimated $2,380,000 in loan repayments to the SFHA.

PRESENT SITUATION

In 1999, following Commission authorization, the SFHA approved documents for the reconstruction, financing, operation and management of Bernal Dwellings, a new 160 unit townhouse and flat development for public housing residents. The development was constructed and financed during the 1999 to 2001 period with a loan of $22.85 million in HOPE VI funds from the SFHA to the partnership, low-income housing tax credit equity and tax exempt bond financing. The development was completed and fully leased up in September 2001.

In order to achieve the benefits of tax credit financing, the development is owned by a limited partnership known as Bernal Housing Associates (the "Partnership"). The general partner of the Partnership is a nonprofit corporate affiliate of the SFHA known as Bernal Housing Corporation (the "Corporation") and the limited partner is Boston Financial Affordable Housing Fund II Limited Partnership, an affiliate of Lend Lease (the "Original Tax Credit Investor").

Tax credit transactions financed with tax-exempt bonds have the opportunity to apply for additional tax credits from TCAC, thereby potentially increasing the amount of equity that can be raised from private investors. Under these new program rules, Bernal Dwellings may be eligible for a 40 percent boost in the cost limits that determine the maximum tax credit award.

In December, SFHA staff filed a reapplication and placed-in-service application for additional tax credits for Bernal Dwellings. Part of this application was a required step in finalizing the process for tax credits awarded to the development back in 1999. The other part was a new effort to increase the amount of tax credits awarded to Bernal Dwellings. This could result in approximately $2.38 million in additional investor equity contributed to the Partnership for repayment of a portion of the SFHA's predevelopment loan of HOPE VI funds, depending on the allocation decision that TCAC is scheduled to make on February 19, 2003. Boston Financial Affordable

Housing Fund II Limited Partnership (BFAHF), or its designee, has agreed to purchase the additional tax credits, if awarded by TCAC, in the amount of $390,305 per year for 10 years. Based on the amount of anticipated additional tax credits, the additional equity to be contributed by BFAHF or its designee to the BHA partnership is estimated to be $2,380,861.

If received, the Partnership will use the additional funds to repay to the SFHA a part of the HOPE VI loan made by the SFHA to the Partnership to develop Bernal Dwellings. The predevelopment loan repayment will be used as follows: approximately $500,000 to the Authority and Operating Reserves for Bernal Dwellings (the exact amount of this additional deposit is subject to continuing negotiations with the Original Tax Credit Investor); an amount not to exceed $150,000 for transaction costs necessary to acquire the additional funds; $1,710,000 to reimburse the SFHA for certain development costs of Bernal Dwellings and Plaza East; with any remaining amount (currently expected to be $20,000) to be used for general affordable housing purposes of SFHA.

In order to obtain the additional tax credits, certain Development documents previously executed by the SFHA must be amended to allow for the investment of new tax credit equity. HUD requires that the Mixed Finance Amendment to the Annual Contributions Contract ("ACC Amendment") between the SFHA and HUD be amended to show the uses of the additional tax credit equity in the Development. In addition, the Authority Reserve Escrow Agreement between the SFHA and the Partnership must be amended, as required by the Original Tax Credit Investor, to show that approximately $500,000 of the additional tax credit equity will be deposited into the Authority Reserve for Bernal Dwellings owned by the SFHA.

The Bernal Housing Corporation has scheduled a meeting on Monday, February 10, 2003 to consider and approve certain separate documents on behalf of the Partnership, including, but not limited to amendments to the Limited Partnership Agreement, and the Authority Reserve Escrow Agreement.

HUD or TCAC may require that additional documents be amended or executed in order to approve the additional tax credit funds. The resolution will not take effect without the approval of HUD and TCAC of the actions described above.

BUDGET CONSIDERATION
Subject to TCAC and HUD approval, authorization of these actions could result in approximately $2.38 million in additional investor equity that would be used to repay a portion of the SFHA HOPE VI loan out of which up to $500,000 would be expended to increase Bernal reserves and up to $150,000 would be paid to cover transaction costs.

RECOMMENDATION
Staff recommends approval of this Resolution

(Prepared by: Barbara Smith)

RESOLUTION NO. _____

DATE ADOPTED _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS PERTAINING TO ADDITIONAL TAX CREDIT FINANCING FOR BERNAL DWELLINGS, INCLUDING AMENDMENTS TO THE MIXED FINANCE AMENDMENT TO THE ANNUAL CONTRIBUTIONS CONTRACT, THE AUTHORITY RESERVE ESCROW AGREEMENT, AND OTHER PROJECT DOCUMENTS AS MAY BE REQUIRED BY HUD, THE CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE OR THE INVESTOR AND EXPEND AN AMOUNT NOT TO EXCEED $500,000 FOR ADDITIONAL BERNAL RESERVES AND $150,000 FOR TRANSACTION COSTS

WHEREAS, the San Francisco Housing Authority (the "SFHA") in 1999 approved documents for the reconstruction, financing, operation, and management of Bernal Dwellings, including 160 units reserved for public housing residents (the "Development");

WHEREAS, the Development was constructed and financed during 1999-2001 with HOPE VI funds, low income housing tax credits, and tax-exempt bond financing;

WHEREAS, in order to achieve the benefits of tax credit financing, the Development is owned by a limited partnership known as Bernal Housing Associates (the "Partnership"), whose general partner is a nonprofit corporate affiliate of the SFHA known as Bernal Housing Corporation (the "Corporation") and whose limited partner is Boston Financial Affordable Housing Fund II Limited Partnership, an affiliate of Lend Lease (the "Original Tax Credit Investor");

WHEREAS, the Development was completed and fully leased in September 2001;

WHEREAS, tax credit transactions financed with tax-exempt bonds have the opportunity to apply for additional tax credits from the California Tax Credit Allocation Committee ("TCAC"), thereby potentially increasing the amount of equity which can be raised from private investors;

WHEREAS, an application has been made to TCAC for additional tax credits for Bernal Dwellings, which additional credits could generate up to approximately $2,380,000 in additional investment from a tax credit investor depending on the allocation decision that TCAC is scheduled to make on February 19, 2003;

WHEREAS, if received, the Partnership will use the additional funds to repay to SFHA a part of the HOPE VI predevelopment loan made by SFHA to the Partnership to construct Bernal Dwellings and the repaid funds shall be used as follows: up to $500,000 to the Authority and Operating Reserves for Bernal Dwellings, (the exact amount of this additional deposit is subject to continuing negotiations with the Original Tax Credit Investor); an amount not to exceed $150,000 for transaction costs necessary

to acquire the additional funds; approximately $1,710,000 to reimburse SFHA for certain development costs of Bernal Dwellings and Plaza East; with any remaining amount (currently expected to be $20,000) of the additional funds to be used for general affordable housing purposes of SFHA;

WHEREAS, in order to obtain such additional tax credits, certain Development documents previously executed by SFHA must be amended to allow for the investment of new tax credit equity;

WHEREAS, the Mixed Finance Amendment to the Annual Contributions Contract ("ACC Amendment") between SFHA and HUD is required by HUD to be amended to show the uses of additional tax credit equity in the Development;

WHEREAS, the Authority Reserve Escrow Agreement between SFHA and the Partnership must be amended to show that approximately $500,000 of the additional tax credit equity will be deposited into the Authority Reserve for Bernal Dwellings owned by the Authority, as required by the Original Tax Credit Investor;

WHEREAS, Bernal Housing Corporation will consider and approve certain separate documents on behalf of the Partnership, including, but not limited to the limited partnership agreement;

WHEREAS, HUD, TCAC or the Original Tax Credit Investor may require that additional documents be amended or executed in order to approve the additional tax credit funds; and

WHEREAS, All of the foregoing resolutions shall take effect only upon HUD and TCAC approval of the actions and documents described above.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Executive Director of the SFHA, or his designee, is authorized to execute, with such modifications as the Executive Director shall deem necessary or required to effect the intent of these resolutions, amendments to the Mixed Finance Amendment to the ACC, the Authority Reserve Escrow Agreement, and to execute such other documents and take such other actions as he deems necessary to effect the transactions described above or contemplated in these resolutions, subject to required HUD, TCAC and Original Tax Credit Investor approvals and the approval of SFHA legal counsel.

2. The Executive Director of SFHA is authorized to expend the following funds (if received from the additional tax credit financing) as follows: up to $500,000, or such other lesser or greater amount as may be required by the Original Tax Credit Investor, to be deposited into the Authority and Operating Reserves; an amount not to exceed $150,000 for transaction costs necessary to acquire the additional tax credit funds; approximately $1,710,000 to reimburse SFHA for certain development costs of Bernal Dwellings and Plaza East; and any

remaining amount (currently expected to be $20,000) of the additional funds to be used for general affordable housing purposes of SFHA.

This Resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Mart
General Counsel

Date: 2-7-03

REVIEWED BY:

Executive Director

Date: 2/7/03

NOTE

[Attach 4 documents]

1. *Amendment to Mixed Finance Amendment to ACC (Peg)*
2. *Amendment to AuthorityReserve Escrow Agreement (Michelle)*

AMENDMENT TO THE MIXED FINANCE AMENDMENT TO THE ANNUAL CONTRIBUTIONS CONTRACT

Grantee: BERNAL DWELLINGS REVISED 2/7/03

SAN FRANCISCO HOUSING AUTHORITY 160 Public Housing Rental Units Project # CA 39URD0011193

EXHIBIT F-1

SUMMARY BUDGET

	HUD Account #	HUD Funds	Private Funds	Other Public Funds	Total Funds
A. Proposal: Development Sources					
HOPE VI Funds	CA39URD0011193	$ 22,253,002			$ 22,253,002
Development Funds					$ -
CGP Funds					$ -
HOME					$ -
CDBG					$ -
Tax Credit Equity			$ 9,004,000		$ 9,004,000
Federal Home Loan Bank Aff. Hsg. Funds					$ -
First Mortgage					$ -
Bridge Loan					$ -
Other City Funds					$ -
Accrued Construction Interest			$ 499,870		$ 499,870
Other: Additional Tax Credit Equity			$ 2,380,861		$ 2,380,861
Subtotal Development Sources		$ 22,253,002	$ 11,884,731	$ -	$ 34,137,733
B. Additional Grant Agreement Sources					
HOPE VI Funds		$ 7,568,957	$ -	$ -	$ 7,568,957
Development Funds			$ -	$ -	$ -
City Matching Funds				$ 170,386	$ 170,386
CGP Funds					$ -
TOTAL SOURCES (A & B)		$ 29,821,959	$ 11,884,731	$ 170,386	$ 41,877,076
A. Proposal: Uses of Funds for Development					
Construction Costs:					
Residential Construction	1460	$ 13,429,901	$ 8,134,000		$ 21,563,901
Site Work	1450	$ 1,339,896			$ 1,339,896
General Requirements	1460	$ 650,620			$ 650,620
Builder's Overhead					$ -
Builder's Profit					$ -
Bond Premium					$ -
Public Improvements					$ -
Contingency	1460	$ 1,329,306			$ 1,329,306
Non-Dwelling Structure	1470	$ 1,637,000			$ 1,637,000
Subtotal		$ 18,386,723	$ 8,134,000	$ -	$ 26,520,723
Construction Fees:					
Architects	1430	$ 1,538,000			$ 1,538,000
Accounting					$ -
Permits, Inspections, Fees	1430	$ 544,824			$ 544,824
Appraisal					$ -
Environmental					$ -
Real Estate Taxes	1430	$ 180,000			$ 180,000
Insurance					$ -
Title & Recording Fees	1430	$ 50,000			$ 50,000
Construction Loan Interest			$ 499,870		$ 499,870
Repayment of Mortgage	1430		$ 420,000		$ 420,000
Syndication Fee	1430		$ 450,000		$ 450,000
Construction Management	1410	$ 388,000			$ 388,000
Marketing, Equipment & Furnishings	1465+1475	$ 463,840			$ 463,840
Tax Credit Fees					$ -
Operating/Replacement Reserve	1430	$ 153,963			$ 153,963
Tax Credit Syndication Costs	1430	$ 547,652			$ 547,652
Other: Repay Part of SFHA Predev. Loan			$ 11,384,861		$ 11,384,861
Subtotal		$ 3,866,279	$ 12,754,731	$ -	$ 16,621,010
Total Project Development Costs (Proposal)		$ 22,253,002	$ 20,888,731	$ -	$ 43,141,733
B. Additional Grant Agreement Uses					
Housing Authority Administration	1410	$ 1,626,603	$ -	$ -	$ 1,626,603
Site work (Ryan contract)	1450	$ 1,184,000	$ -	$ -	$ 1,184,000
Site work (Nibbi contract)	1450	$ 128,744	$ -	$ -	$ 128,744
Site demolition	1450	$ 44,320			$ 44,320
Toxic Remediation	1450	$ 500,000			$ 500,000
Fees and Costs Contingency	1430	$ 351,374			$ 351,374
Fees and Costs	1430	$ 277,766			$ 277,766
Legal Fees	1430	$ 115,000		$ 170,386	$ 285,386
Community & Supportive Services	1408	$ 1,456,478			$ 1,456,478
Demolition & Remediation	1485	$ 891,872			$ 891,872
Relocation	1495	$ 993,000			$ 993,000
Total Additional Uses		$ 7,568,957	$ -	$ 170,386	$ 7,739,343
TOTAL PHASES 1-2 PROJECT USES (A & B)		$ 29,821,959	$ 20,888,731	$ 170,386	$ 50,881,076

AUTHORITY RESERVE ESCROW AGREEMENT
(BERNAL DWELLINGS)

THIS AUTHORITY RESERVE ESCROW AGREEMENT (this "Agreement") is made this _____ day of _____, _____, by and among BERNAL HOUSING ASSOCIATES, a California limited partnership (the "Owner"), BERNAL SLP, Inc., a Massachusetts corporation ("Special Limited Partner"), THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO, a public body corporate and politic, organized and existing under the laws of the State of California (the "Authority"), and U.S. BANK TRUST NATIONAL ASSOCIATION, or such other escrow agent as the parties may agree (the "Escrow Agent").

RECITALS

The Authority is the owner of certain real property located in the City of San Francisco, on which was located a public housing development known as Bernal Dwellings. The Authority and the United States Department of Housing and Urban Development ("HUD") have entered into a certain Urban Revitalization Demonstration Program (HOPE VI) Implementation Grant Agreement effective August 12, 1994, providing for a grant made by HUD to the Authority to assist in the revitalization of the aforesaid development through demolition of existing structures and development of replacement public housing units on the site of the former development, in partnership with third parties.

The Authority has leased the site referred to above to the Owner pursuant to a 75-year lease (the "Ground Lease"). Pursuant to the Ground Lease, the Owner will cause to be constructed on the leased property structures containing 160 multifamily rental dwelling units known, collectively, as Bernal Dwellings (the "Development").

Pursuant to a certain Regulatory and Operating Agreement between the Authority and the Owner dated as of November 23, 1999 (the "Regulatory Agreement"), the Owner will be obligated, subject to certain conditions stated in the Regulatory Agreement, to maintain and operate all of the dwelling units in the Development as "public housing" as defined in Section 3(b) of the United States Housing Act of 1937, as amended (the "Act"), and eligible to receive the benefit of operating subsidies provided to the Authority by HUD pursuant to Section 9 of the Act (the "Units"). The Regulatory Agreement provides, however, that if income received by the Owner from the rental and operation of such Units, plus any form of governmental operating or rental assistance received by the Owner in respect thereof, shall be less than the ordinary and necessary operating expenses of the Development attributable to such Units as determined in accordance with the Regulatory Agreement, the Owner shall at no time be required to contribute from its own funds toward such expenses in order to preserve the character of such Units as public housing units. In recognition of such understandings, the Regulatory Agreement requires the Authority to deposit certain funds, in amounts, and at the times specified in the Regulatory

Agreement, with a mutually agreed escrow agent, to be held and disbursed for the purposes and in accordance with the terms and conditions specified in the Regulatory Agreement.

In addition, the Regulatory Agreement permits the Owner, under certain conditions, to withdraw from the Authority Reserve, as defined below, funds to repay Project Expense Loans, subject to the Floor Level.

The Escrow Agent has agreed to accept such deposits and to act as depository thereof in accordance with the terms of this Agreement.

NOW THEREFORE, the parties hereto agree as follows:

1. Definitions. Capitalized terms not otherwise defined herein shall have the meanings given to them in the Regulatory Agreement.

2. Deposit of Funds and Establishment of Escrow.

a. Pursuant to the Regulatory Agreement and concurrently with the execution and delivery of this Agreement, the Authority has deposited $250,000 with the Escrow Agent as a new deposit derived from early repayment of a portion of the HOPE VI Loan , receipt of which is hereby acknowledged by the Escrow Agent, and shall deposit an additional $550,000 within the time required by the Regulatory Agreement. Escrow Agent shall hold such amount and any other deposits to the Authority Reserve in trust for the Owner as set forth in the Regulatory Agreement and in one or more separate accounts (collectively, the "Authority Reserve") in a financial institution whose deposits are insured by an agency of the Federal Government, in accordance with the provisions of this Agreement. Funds constituting the Authority Reserve may be deposited in a single financial institution only under conditions consistent with those specified in HUD Handbook 4370.2 REV-1, Financial Operations and Accounting Procedures for Insured Multifamily Projects, or any successor thereto.

b. Upon any annual adjustment of the Floor Levels pursuant to Section 5(b) of the Regulatory Agreement, notice of the adjusted Floor Levels and Ceiling Level shall be given by the Authority and the Owner to the Escrow Agent in accordance with Section 11 hereof.

c. If at any time the amount in the Authority Reserve shall be below the then-applicable Intermediate Floor Level or the Floor Level, the Escrow Agent shall give notice to the Authority and the Owner, in accordance with Section 11 hereof, of such fact and of the amount of such deficit (the "Reserve Shortfall"); provided, that the Escrow Agent shall have no liability or responsibility to any party or failure to give notice of any Reserve Shortfall if Escrow Agent shall not previously have received notice of the Floor Level amounts pursuant to Section 2b. above. If within thirty days following such notice the Escrow Agent shall not have received from the Authority, for deposit into the Authority Reserve, funds in an amount not less than the Reserve Shortfall, the Escrow Agent shall send written notice of the same promptly to both the Owner and the Authority.

d. From time to time, the Authority or the Owner may make further deposits to the Authority Reserve as shall be required pursuant to the Regulatory Agreement or as shall be agreed upon by the Owner and the Authority. The Escrow Agent shall have no responsibility to determine whether amounts deposited by the Authority or the Owner pursuant to this subsection are in the amounts required to be deposited at such times pursuant to the Regulatory Agreement. The Escrow Agent shall give notice to the Owner and the Authority, in accordance with Section 11 hereof, of all deposits of funds by the Authority or the Owner received by the Escrow Agent after the date hereof (including, without limitation, deposits by the Authority pursuant to Section 2c. above).

e. All funds deposited into the Authority Reserve or earned thereon shall be held and disbursed by the Escrow Agent in accordance with the terms and conditions of this Agreement and the Regulatory Agreement.

3. Investment of Authority Reserve Funds. The Escrow Agent shall invest funds held in the Authority Reserve (the "Authority Reserve Funds") at the direction of the Authority in investments permitted by HUD for the general funds of the Authority. All income earned and received from investment of Authority Reserve Funds shall be retained in the Authority Reserve and shall be deemed part thereof. The Escrow Agent does not guarantee the safety of, or any specific rate of return on, the permitted investments of the monies held in the Authority Reserve, nor shall the Escrow Agent be responsible for any losses arising out of the investment of the Authority Reserve Funds in accordance with instructions by the Authority.

4. Disbursement of Authority Reserve Funds.

a. If, at any time not earlier than the tenth day of any month, the Escrow Agent shall receive a certification by the Owner, in the form attached hereto as Attachment A, to the effect that the Authority shall not have paid to the Owner the full amount of the scheduled installment of the Operating Subsidy Requirement due for such month, the Escrow Agent shall promptly disburse to the Owner, from the Authority Reserve, the amount of the deficiency so certified by the Owner.

b. If the Escrow Agent shall receive a certification by the Owner, in the form attached hereto as Attachment B, to the effect that the Owner is entitled to a disbursement of funds from the Authority Reserve pursuant to Section 7(b) or Section 7(d) of the Regulatory Agreement, the Escrow Agent shall promptly disburse to the Owner, from the Authority Reserve, the amount of such disbursement so certified by the Owner.

c. If, following receipt by the Escrow Agent of notice pursuant to Section 2b hereof of an adjustment of the Floor Levels and Ceiling Level, as applicable, the Escrow Agent shall receive notice from the Authority and the Owner requesting disbursement of any amount held in the Authority Reserve in excess of the adjusted Ceiling Level, the Escrow Agent shall disburse the amount of such excess so requested to the Authority not later than 30 days after receipt of such request.

d. If the Escrow Agent shall receive notice from the Authority and the Owner requesting disbursement of amounts to pay Project Expense Loans pursuant to the Regulatory Agreement, the Escrow Agent shall disburse the amount of such requested amount to the Owner not later than 30 days after receipt of such request.

e. No disbursement shall be made from the Authority Reserve (other than those described in Sections 4a. and 4b. hereof or those for the fees and expenses of the Escrow Agent described in Section 6 hereof) unless the Escrow Agent has received written instruction signed by both the Owner and the Authority directing such a disbursement. In such event, the Escrow Agent shall have no responsibility to determine whether the purpose of any such disbursement shall be an approved purpose in accordance with the Regulatory Agreement, but shall have full right and authority to pay over and disburse Authority Reserve Funds in accordance with the aforesaid instructions.

5. Termination of Agreement. This Agreement shall terminate upon the earlier of (a) the disbursement of all sums in the Authority Reserve; and (b) the liquidation and dissolution of the Owner, except if resulting from the default of the General Partner of the Owner or the Authority under the Partnership Agreement of the Owner, provided that all rights of the Owner in and to the Authority Reserve shall have been satisfied. In the event of the termination of this Agreement under the foregoing subsection 5(b), any funds remaining in the Authority Reserve shall become the property of the Authority.

6. Fees and Expenses of Escrow Agent. The Escrow Agent shall receive an annual fee of Five Thousand Dollars ($5,000), or such other fee as the parties shall agree, for its services hereunder, and shall be paid or reimbursed for all expenses, disbursements and advances, including reasonable attorney's fees, incurred or paid in connection with carrying out its duties hereunder. The Escrow Agent is authorized to withdraw its annual fee from the Authority Reserve, in arrears, on each anniversary date hereof, and to reimburse itself from the Authority Reserve semi-annually for its expenses, disbursements and advances; provided, however, that not less than fifteen calendar days prior to any such payment of fees or expenses, the Escrow Agent shall provide to the Owner and the Authority, in accordance with Section 11 hereof, a statement itemizing such payment.

7. Rights and Liability of Escrow Agent.

a. Except as provided in Section 4.a. hereof, iIf the Escrow Agent receives written instructions from either the Owner or the Authority to make a disbursement from Authority Reserve Funds, which instructions are not counter-signed by the other party, the Escrow Agent shall promptly send a copy of such instructions to such non-signing party in accordance with Section 11 hereof. If no response is received from the non-signing party within fifteen calendar days of the Escrow Agent's giving of such notice to such party (or if written concurrence in such instructions by the non-signing party is received sooner), the Escrow Agent shall disburse Authority Reserve Funds in accordance with the written instructions. If objection to such instructions by the non-signing party is received by the Escrow Agent not later than fifteen calendar days after the giving of such notice of such instructions by the Escrow Agent, the Escrow Agent may (i) refuse to comply with such instructions as long as such disagreement

continues and make no delivery or other disposition of any Authority Reserve Funds until written instructions signed jointly by both the Owner and the Authority have been received (and Escrow Agent shall not be or become liable in any way for such failure or refusal to comply with such instructions to which objection was made), or (ii) institute a bill of interpleader in any court of competent jurisdiction and thereafter follow the order or other instructions of the court concerning the Authority Reserve Funds. If the Escrow Agent determines to resort to such action, or if the Escrow Agent becomes involved in litigation in any manner on account of this Agreement or the Authority Reserve Funds, each of the Owner and the Authority binds itself, its successors and assigns, to pay the Escrow Agent, in addition to any charge or reimbursement authorized in Section 6 hereof, reasonable attorney's fees incurred by the Escrow Agent, and any other reasonable disbursements, expenses, losses, costs and damages in connection with our resulting from such action.

b. The Escrow Agent shall at all times during the term of this Agreement keep and maintain accurate, complete and up-to-date books and records with respect to the Authority Reserve, deposits therein, investments thereof, earnings thereon and disbursements therefrom. The Escrow Agent shall send quarterly statements of the Authority Reserve, showing all receipts, earnings and disbursements, and the balance of the Authority Reserve, to the Owner, the Special Limited Partner and the Authority.

c. The Escrow Agent shall be obligated only for the performance of such duties as are specifically set forth in this Agreement and may rely and shall be protected in acting or refraining from acting on any instrument reasonably believed by it to be genuine and to have been signed or presented by the proper party or parties, their officers, representatives or agents. The Escrow Agent shall not be liable for any act taken or omitted by it if taken or omitted in good faith and in the exercise of its best judgment and believed by it to be authorized hereby. Notwithstanding any provisions herein to the contrary, however, the Escrow Agent shall not be protected against, and shall be fully liable for, any claims, liabilities, or other damages resulting from the gross negligence or willful misconduct of the Escrow Agent.

8. Amendments. This Agreement may only be amended by a written amendment signed by all parties hereto. The Escrow Agent shall not be bound by any modification, amendment, termination, cancellation, rescission or supersession of this Agreement unless the same shall be in writing and signed by the other parties hereto.

9. Waiver by Escrow Agent. Except for fees and expenses provided for herein, the Escrow Agent waives any and all rights the Escrow Agent now has or may in the future have to offset any amounts due from any party hereto to the Escrow Agent against the funds in the Authority Reserve. Except for fees and expenses provided for herein, the Escrow Agent further agrees not to pay or attempt to pay to itself any funds in the Authority Reserve to satisfy any claims the Escrow Agent may have against the Owner or the Authority.

10. Resignation of Escrow Agent. The Escrow Agent reserves the right to resign at any time by giving written notice of its resignation, specifying the effective date thereof. Within thirty calendar days after receiving the aforesaid notice, the Owner and the Authority shall appoint a successor escrow agent to which the Escrow Agent may distribute the property then

held hereunder, less the Escrow Agent's fees, costs and expenses. If a successor escrow agent has not been appointed or has not accepted such appointment by the end of the thirty-day period, the Escrow Agent may apply to a court of competent jurisdiction for the appointment of a successor escrow agent, and the costs, expenses and reasonable attorney's fees which are incurred in connection with such proceedings shall be paid by the other parties to this Agreement.

11. Notices. Any notice or other communication given or made pursuant to this Agreement shall be in writing and shall be deemed given if (i) delivered personally or by courier, (ii) telecopied, (iii) sent by overnight express delivery, or (iv) mailed by registered or certified mail (return receipt requested), postage prepaid, to a party at its respective address set forth below (or at such other address as shall be specified by the party):

If to the Authority, to:	The Housing Authority of the City and County of San Francisco 440 Turk Street San Francisco, CA 94102 Attn: Executive Director Telecopier: (415) 715-3201
If to the Owner, to:	Bernal Housing Associates, A California Limited Partnership c/o Bernal Housing Corporation 440 Turk Street San Francisco, CA 94102 Attn: President Telecopier: (415) 715-3201
And to:	Boston Financial Affordable Housing Fund II Limited Partnership Bernal SLP, Inc. 101 Arch Street Boston, Massachusetts 02110 Attn: Bernard Husser Telecopier: (617) 439-9978
With a copy to:	Goldfarb & Lipman 1 Montgomery Street Telesis Tower, 23rd Floor San Francisco, CA 94104 Attn: Michelle D. Brewer Telecopier: (415) 788-0999

And to: Holland & Knight LLP
One Beacon Street
Boston, MA 02108
Attn: James E. McDermott
Telecopier: (617) 523-6850

If to the Escrow Agent, to: U.S. Bank Trust National Association
One California Street, Suite 400
San Francisco, CA 94111
Attn: Corporate Trust
Re: San Francisco Housing Authority/Bernal Dwellings
Telecopier: (415) 273-4591

All such notices and other communications shall be deemed given on the date of personal or local courier delivery, telecopy transmission, delivery to overnight courier or express delivery service, or deposit in the United States mail, and shall be deemed to have been received (i) in the case of personal or local courier delivery, on the date of such delivery, (ii) the case of telecopy, upon receipt of electronic confirmation thereof, (iii) in the case of delivery by overnight courier or express delivery service, on the date following dispatch, and (iv) in the case of mailing, on the date specified in the return receipt therefor. Any person to whom notices or copies thereof are to be sent may, by notice given to all other parties in accordance herewith, change its address for notice or person to receive notice.

12. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California applicable to contracts made and to be performed therein.

13. Multiple Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original, and all of which together shall constitute one and the same document.

14. Execution by Owner. Any notices or correspondence to be executed by Owner pursuant to this Agreement must be executed by both the general partner and the Special Limited Partner of Owner.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement as of the date first written above.

BERNAL HOUSING ASSOCIATES,
a California limited partnership

By: Bernal Housing Corporation, a California nonprofit public benefit Corporation, its general partner

By: _____
Its: _____
Title: _____

By: BERNAL SLP, Inc, its special limited partner

By: _____
Its: _____
Title: _____

THE HOUSING AUTHORITY
OF THE CITY AND COUNTY
OF SAN FRANCISCO, a public
body corporate and politic

By: _____
Its: _____
Title: _____

ESCROW AGENT

By: _____
Its: _____
Title: _____

Attachment A

[DATE]

_____
_____
_____
_____

Re: Authority Reserve Escrow Agreement
Bernal Dwellings

Dear Sir or Madam:

Please refer to Section 4a. of the Authority Reserve Escrow Agreement dated _____ (the "Agreement"), among the undersigned as the Owner, the Housing Authority of the City and County of San Francisco (the "Authority"), and you, as Escrow Agent.

We hereby certify that:

1. There was due to be paid to us by the Authority on _____, ____, as the Operating Subsidy Requirement for the month then beginning, $_____.

2. As of the date hereof, we have received no payment from the Authority toward the foregoing Operating Subsidy Requirement.

Or

2. As of the date hereof, we have received payment from the Authority of $_____ toward the foregoing Operating Subsidy Requirement.

3. As a consequence of the foregoing, there is a deficiency of $_____ in the payments due to be paid to us by the Authority.

Accordingly, you are hereby requested and instructed to disburse to us, from the Authority Reserve Funds (as defined in the Agreement), the amount of $_____, in accordance with the remittance instructions delivered to you concurrently herewith.

Very sincerely yours,

BERNAL HOUSING ASSOCIATES,
A CALIFORNIA LIMITED PARTNERSHIP

By: Bernal Housing Corporation, a California nonprofit public benefit corporation, its general partner

By: _____

Name: _____

Its: _____

By: Bernal SLP, Inc., a Massachusetts corporation, its special limited partner

By: _____

Name: _____

Its: _____

cc: Executive Director,
The Housing Authority of the
City and County of San Francisco

Attachment B

[DATE]

_____
_____
_____
_____

Re: Authority Reserve Escrow Agreement
Bernal Dwellings

Dear Sir or Madam:

Please refer to Section 4b. of the Authority Reserve Escrow Agreement dated _____ (the "Agreement"), among the undersigned as the Owner, the Housing Authority of the City and County of San Francisco (the "Authority"), and you, as Escrow Agent.

We hereby certify that, pursuant to Section [7(b)] [7(d)] of the Regulatory Agreement (as defined in the Agreement), there is due to be paid to us, from the Authority Reserve, the amount of $_____.

Accordingly, you are hereby requested and instructed to disburse to us, from the Authority Reserve Funds (as defined in the Agreement), the amount of $_____, in accordance with the remittance instructions delivered to you concurrently herewith.

Very sincerely yours,

BERNAL HOUSING ASSOCIATES,
A CALIFORNIA LIMITED PARTNERSHIP

By: Bernal Housing Corporation, a California nonprofit public benefit corporation, its general partner

By: _____

Name: _____

Its: _____

By: Bernal SLP, Inc., a Massachusetts corporation,
its special limited partner

By: _____

Name: _____

Its: _____

cc: Executive Director,
The Housing Authority of the
City and County of San Francisco

B

SAN FRANCISCO HOUSING AUTHORITY
440 TURK STREET • SAN FRANCISCO, CA 94102 • PHONE (415) 554-1260 • FAX (415) 554-1268

Memorandum

DATE: February 13, 2003

TO: SAN FRANCISCO HOUSING AUTHORITY COMMISSION

Sululagi Palega, Sr., President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola J. Gans, Commissioner

FROM: Gregg Fortner, Executive Director

SUBJECT: **RESOLUTION APPROVING A REPAYMENT AGREEMENT BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

OVERVIEW

The San Francisco Housing Authority (SFHA) underwent an audit of its Low-Income and Section 8 Housing Programs by the Department of Housing and Urban Development (HUD) Office of the Inspector General (OIG). An Audit Report was issued in March 31, 2000 although the period covered by the report was March 1996 to September 1999. The SFHA was under HUD control from March 1996 to September 1997, a period that is encompassed by the OIG audit. There were four (4) findings in the report, as follows:

1. The Authority did not follow federal requirements when contracting for consulting services.
2. Administrative employees were hired and compensated without following sound management practices.
3. The Authority used an invalid Section 8 waiting list.
4. Section 8 overpayments were not properly managed.

All findings and recommendations relating to the Section 8 Program have been satisfied and closed out. The findings in the Low-Income Program include a number of transactions that the OIG characterized as ineligible, unnecessary/unreasonable, or unsupported. Since before the final OIG

report was issued, up to the present, the San Francisco Housing Authority has sought to resolve the findings of the OIG and to close out these matters. The transactions referred to above have been the subject of ongoing discussions with the Memphis Troubled Agency Recovery Center (TARC) to resolve the OIG recommendations seeking repayment of contested amounts. However, to date, our efforts have not been fruitful.

At this time, and as discussed on November 14, 2002, it is in the best interests of our residents and the SFHA to resolve the outstanding issues and close out the remaining findings from the March 2000 audit. To that end, we have worked with HUD staff to develop a repayment agreement that will result in money from the SFHA's nonfederal funds being moved to its federal accounts where it will be available for purposes of meeting the needs of our residents. However, a direct payment to HUD of $43,711 is also required. The repayment agreement spells out a schedule that results in annual payments from our nonfederal funds and will be reviewed in four (4) years. While the SFHA is agreeing to make these payments, it does not admit to the accuracy or validity of the audit findings, including the findings related to questioned costs. A copy of the Repayment Agreement is attached.

ANTICIPATED OUTCOME

The adoption of the Resolution and Repayment Agreement will close out the remaining findings from the March 2000 OIG audit and allow the staff of the SFHA to focus on serving our residents and the future.

WHO BENEFITS

Residents benefit because nonfederal funds are moved to federal low-income funds and are available for use for programs that directly benefit them such as maintenance and services. Residents and the SFHA further benefit by removing this issue from our relationship with HUD.

BUDGET CONSIDERATIONS

The cost of the repayments to HUD will be borne by our nonfederal account. Payments are set at a percentage of nonfederal funds received during the year and payable on or about the end of each fiscal year. The first payment of $82,490 is payable during February 2003 along with the payment of $43,711. The resolution states that the SFHA can accelerate payments if additional funds become available, and the resolution also seeks to ensure that HUD staff will work with SFHA staff to reconcile all remaining amounts to ensure a common understanding of the total amount due.

RECOMMENDATION

Adopt the resolution approving the repayment agreement between the SFHA and HUD.

REPAYMENT AGREEMENT
BETWEEN
SAN FRANCISCO HOUSING AUTHORITY
AND
DEPARTMENT OF HOUSING & URBAN DEVELOPMENT (HUD)

WHEREAS: On March 31, 2000, the Office of Inspector General (OIG) issued an audit of the Low Income and Section 8 programs for the San Francisco Housing Authority (SFHA). The audit was conducted (covering the period of March 1996 to September 1999) to determine whether the SFHA complied with the rules and regulations governing the Public Housing Management Assessment program and properly calculated it's housing subsidy under the Performance Funding System. The audit identified serious problems in the areas of contracting, administrative hiring and compensation, and Section 8 receivables. The report contained four (4) findings and applicable recommendations to improve the effectiveness of the Authority's housing programs.

The four (4) findings read as follows:

The Authority did not follow Federal requirements when contracting for consulting services;

Administrative employees were hired and compensated without following sound management practices;

The Authority used an invalid Section 8 Waiting List: and

Section 8 Overpayments were not properly managed.

The remaining open findings 1D, 2D, 2E and 2F require reimbursing HUD programs for ineligible, unnecessary/unreasonable and unsupported costs and reimbursement due the Department.

WHEREAS: Both parties to this Agreement feel that it is in their best interest to obtain closure to the outstanding open findings. Therefore, the SFHA agrees to:

1. Conduct an annual accounting of the SFHA's receipt of all non-federal funds at the end of each fiscal year, and submit to the TARC for review by 10/31 each year.
2. Transfer 75% of all non-federal funds received during the fiscal year, rather than the proposed balance of nonfederal funds, on or about the end of each fiscal year to the SFHA Public Housing Operating Fund and provide the TARC documentation of the transfer by 11/30 each year.
3. Submit payment to HUD in the amount of $43,711 by February 28, 2003 and send a copy of the check to the Memphis TARC for its records. Payment is to be made to the Department of HUD, Bank of America, Bad Collections/Fort Worth,

P. O. Box 277303, Atlanta, GA 30384-7303 and notation of the OIG Audit No. 00-SF-201-1001 identified on the check.

4. Transfer $82,490 of 2002 non-federal funds received to the SFHA Public Housing Operating Fund and provide the TARC documentation of the transfer by February 28, 2003.

The repayment plan will be reviewed and subject to revision in four years, if the funds have not been fully repaid.

The SFHA reserves the right to accelerate the payments referred to in this agreement should additional nonfederal funds become available.

San Francisco Housing Authority

_____ _____

Executive Director Date

_____ _____

Board Chairman Date

Department of Housing & Urban Development

_____ _____

Charles Barnett, Acting Director
Memphis Troubled Agency Recovery Center Date

_____ _____

Mimi Y. Lee
San Francisco District Inspector General for Audit, 9AGA Date

RESOLUTION NO._____
DATE ADOPTED: _____

RESOLUTION APPROVING THE REPAYMENT AGREEMENT BETWEEN
THE SAN FRANCISCO HOUSING AUTHORITY
AND
THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, On March 31, 2000, the Office of Inspector General (OIG) issued an audit of the Low Income and Section 8 programs for the San Francisco Housing Authority (SFHA). The audit was conducted (covering the period of March 1996 to September 1999) to determine whether the SFHA complied with the rules and regulations governing its housing subsidy under the Public Funding System. The audit report contained four (4) findings and applicable recommendations to improve the effectiveness of the Authority's housing programs.

The four (4) findings read as follows:

The Authority did not follow Federal requirements when contracting for consulting services;

Administrative employees were hired and compensated without following sound management practices;

The Authority used an invalid Section 8 Waiting List; and

Section 8 Overpayments were not properly managed.

All findings and recommendations relating to the Section 8 Program are closed. The remaining open findings from the Low-Income Program, specifically 1D, 2D, 2E and 2F require reimbursing HUD programs for ineligible, unnecessary/unreasonable, and unsupported costs.

WHEREAS, Both parties consider it within their best interests and the interests of the Public Housing residents to enter into a Repayment Agreement to resolve the open audit findings. Nevertheless, by entering into a repayment agreement, the San Francisco Housing Authority does not admit to the accuracy or validity of the audit findings; and

WHEREAS, The commission was previously advised in a closed session on November 14, 2002, that the Executive Director had been discussing plans with HUD to address the various proposals and prospects of the repayment schedule and plan; and

WHEREAS, To bring closure to the OIG staff findings, the SFHA submits the Repayment Agreement between the San Francisco Housing Authority and the Department of Housing and Urban Development for the Commission's approval, a copy of which is attached to this resolution; and

WHEREAS, The agreement provides for a scheduled repayment plan for funds to be paid from the Authority's miscellaneous non-federal funds to its Public Housing Operating Fund, where it will available for the direct benefit of the residents. The Authority is required to conduct an accounting at the end of each fiscal year and provide a copy of the results to TARC by October 31, with documentation showing that the funds have been transferred in accordance with the agreement. However, the Authority reserves the right to accelerate the annual payment plan; and

WHEREAS, The Commission believes that certain amounts in the repayment agreement may need review and reconciliation and requests that TARC and the Housing Authority staff review and reconcile all amounts after the first payment has been made but before the second payment is made: and

WHEREAS, The San Francisco Housing Authority requests the Commission find the resolution of the audit findings to be within the best interest of the SFHA residents and to approve the agreement;

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Repayment Agreement and Plan is approved.
2. This resolution shall take effect immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Mart

DONNA MARTIN, General Counsel

Date February 6, 2003

REVIEWED BY:

Gregg F

GREGG FORTNER, Executive Director

Date 2/6/03

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, February 13, 2003

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, February 13, 2003, at 4:00 p.m.

President Sululagi Palega called the meeting to order at 4:07 p.m.

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner
Neola Gans, Commissioner
Julie Lee, Vice President

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A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

Commissioner Clark stated that he had further inquiries as it pertained to the New Business, and moved to amend the agenda so that New Business Items A and B would be addressed after the closed session. Commissioner Lee seconded the motion. The motion to approve the agenda, as amended, was passed unanimously.

3. APPROVAL OF MINUTES

Commissioner Smith moved to approve the minutes of the January 9, 2003 Regular Commission Meeting. Commissioner Clark seconded the motion. The motion to approve the minutes of the January 9, 2003 Regular Commission Meeting was passed by a unanimous vote. Commissioner Smith moved to approve the minutes of the January 23, 2003 Regular Commission Meeting. Commissioner Clark seconded the motion. The motion to approve the minutes of the January 23, 2003 Regular Commission Meeting was passed by a unanimous vote.

4. GENERAL COMMUNICATIONS
5. REPORT OF SECRETARY

Executive Director Gregg Fortner requested the Commission's permission to simultaneously report the General Communications and the Report of Secretary. There was no objection from the Commission. Mr. Fortner began with the Commission Request Log. He stated that Commissioner Gans had requested a timeline of the waiting list process, and asked for her patience in receiving it. Mr. Fortner said that he had received the timeline earlier that day, and was not comfortable with the schedule, but the information will be sent to the Commission before the next meeting. The next item Mr. Fortner discussed was a memorandum regarding the Public Housing Operations Conventional Housing Lease-Up. Nine hundred people will be seen between Tuesday, February 18th and Thursday, February 20th. Mr. Fortner explained that of the hundreds of people previously assessed, 49 were referred and 31 units were leased. The SFHA is now increasing their efforts to see more people in order to expeditiously lease the 229 available units. Next, Mr. Fortner reported on the Memorandum regarding the Resident Council Election Schedule as requested by Commissioner Gans. Some of the dates had already passed indicating the establishment of a Resident Council. The SFHA is planning to have a PHTA in place by the early summer of 2003 so that a permanent representative would report at the Commission meetings. Mr. Fortner announced that Tamara Brown, the President of Sunnydale, was present at the Commission meeting to give a report. As requested by President Palega, Mr. Fortner reported on the activities of the Computer Learning/ Education Center. The memorandum detailed the goals and the results of individuals who use the Computer Learning/ Education Centers throughout the city. The next document in the Commission's folder divulged the language of the Resolution passed at the U.S. Conference of Mayors as it relates to the HUD cuts in the funding of nationwide Housing Authority operating subsidies. The following document included in the Commission's folder was a Proclamation from the Board of Supervisors commending the SFHA for their efforts to increase civic participation among their residents of Public and Section 8 housing. The Proclamation was a result of the Housing Authority's direct involvement with the A. Philip Randolf Institute, Chinatown Community Development, and the Chinese Board of Education Committee. The SFHA coordinated efforts with these groups to increase voter registration and awareness. The Proclamation passed through the Board of Supervisors without any discussion. Mr. Fortner stated that this effort was criticized in the media by some of the same Supervisors that signed it.

Commissioner Lee asked which Supervisors signed the Proclamation. Mr. Fortner responded that all of the Supervisors signed it.

In accordance with Commissioner Clark's request, Mr. Fortner presented the Commissioners with a map detailing the locations of the SFHA public housing developments across the city. The map was created in 1991, so it did not accurately reflect the number of units in each development. It was also in black and white and the

locations could not clearly be seen. Mr. Fortner stated that he would give the Commission a color copy of the map to clearly indicate the various locations of public housing. In conclusion, Mr. Fortner commended and thanked Ms. Boyd and Ms. Martin for conducting the Commission meeting in his absence.

Commissioner Clark asked if all of the meetings are taped. Mr. Fortner informed him that they were. Commissioner Clark then asked if there was a listing of the locations of the 229 vacancies. Mr. Fortner replied that the SFHA does have that information to provide, but asked Commissioner Clark to be mindful that the list is dynamic and after next week's lease up effort, it will be different. Furthermore, new vacancies also affect the current listing.

Commissioner Brown asked what was the status of the union negotiations. Mr. Fortner answered that when Commissioner Brown first made the request, the union had scheduled meetings in December, after which they cancelled all of them. The next meeting was scheduled for January 19, 2003. Commissioner Brown stated that he wanted to make sure the meetings were on going.

6. COMMITTEE REPORTS

Diversity Committee

Commissioner Smith reported that the Diversity Committee met on February 6, 2003. Delinquent rent and options available to residents to remedy their situation were discussed. The Catholic Charity and the Season of Sharing have agreed to help residents with delinquent rent and the legal process for non-payment of rent was also explained. The One Strike Rule in public housing was also discussed. It was agreed that follow-up with security reports should be done in order to monitor the traffic in and out of developments. Commissioner Smith stated that Jim Williams gave an excellent Crime Report and she included copies for the Commission's review.

Commissioner Brown asked Commissioner Smith to comment on the Homelessness issue indicated on the agenda. Commissioner Smith responded that of the more than 20 people who showed up to receive priority housing, only three or four qualified for housing. Naja Boyd, Deputy Executive Director added that the few who qualified are on the list, but they must return with supplemental information. The others did not have documentation to support their preferences and were not added to the list. Commissioner Brown asked if an individual could prove that he or she is homeless, would that person be moved up on the list. Mr. Fortner explained that the person is put on a list with all other homeless people according to the date and time the person applies.

Finance Committee

President Palega announced that the Finance Committee would meet on February 25, 2003 at 4:30 p.m.

Personnel Committee
No report.

7. REPORT OF AGENCY COUNSEL

Donna Martin, General Counsel, informed the Commission that a closed session would be held to discuss litigation matters.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

President William Vitale commented that the organization had a wonderful celebration of the Chinese New Year. Mr. Vitale also stated that they are looking forward to the March 10, 2003 meeting, when Mr. Fortner, Ms. Boyd, Mr. Fazzio, and Mr. Leonor will be present.

Public Housing Tenants Association (PHTA)

Tamara Brown, Sunnydale Tenant Association President, was present to report to the Commission. Ms. Brown announced that the name would soon be changed to the Sunnydale Resident's Council. The Council became active in December and held a meeting to understand the tenants' concerns. The primary issues were security and the food bank. Adjustments were soon made in response to the residential requests. On Friday, February 14th and Friday, February 21st the Council will be celebrating the Chinese New Year, and Black History Month. These events will be coordinated by the youth. On Sunday, February 16th, KMEL will broadcast "Street Soldiers," live from the Sunnydale Community Room from 8:00 p.m. until 11:00 p.m. Ms. Brown informed the Commission that in March, the Recovery Theatre would perform a clean and sober play in an effort for the Resident Council to begin a substance abuse program.

Mr. Fortner stated that he has heard nothing but good feedback concerning Ms. Brown. Mr. Fortner commended her and expressed his confidence in Ms. Brown's continued success.

Ms. Brown added that the Resident Council is also working with City College to begin a G.E.D. program.

Commissioner Smith asked Ms. Brown if the Food Bank program is from the San Francisco Food Bank. Ms. Brown answered yes. Commissioner Smith then asked if the Food Bank was for seniors or just for families. Ms. Brown replied that the Food Bank was for everyone, but because they are not charging for the food, it is supposed to only be for Sunnydale residents, though the Council provides for all in the 94134 zip code. The Food Bank Service is provided every Wednesday from 12:00 p.m. until 2:00 p.m.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

There were no comments on Agenda items.

10. UNFINISHED BUSINESS:

There was no unfinished business.

11. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

There were no public comments on non-agenda items.

12. COMMISSIONER COMMENTS AND REPORTS

There were no Commissioner Comments and Reports.

13. CLOSED SESSION

President Palega announced that the Commission had concluded this portion of the Commission meeting and would go into closed session. A Closed session was scheduled with the Executive Director, Managing Attorney and outside counsel under Government Code Section §54956.9 (b)(1) to discuss litigation (case name unspecified to avoid jeopardizing existing settlement negotiations). The Commission went into closed session at 4:30 p.m.

14. RECONVENING OF THE COMMISSION MEETING

The Commission reconvened at 6:37 p.m. The Commission met in closed session to discuss the items noticed on the agenda. The Commissioners present in the closed session were President Palega, Vice President Lee and Commissioners Smith, Brown, Gans, and Clark. Upon reconvening, the Commission immediately addressed New Business Items A and B.

15. NEW BUSINESS

Resolution No. 5084

(A) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS PERTAINING TO ADDITIONAL TAX CREDIT FINANCING FOR BERNAL DWELLINGS, INCLUDING AMENDMENTS TO THE MIXED FINANCE AMENDMENT TO THE ANNUAL CONTRIBUTIONS CONTRACT, THE AUTHORITY RESERVE ESCROW AGREEMENT, AND OTHER PROJECT DOCUMENTS AS MAY BE REQUIRED BY HUD, THE CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE OR THE INVESTOR AND EXPEND AN AMOUNT NOT TO EXCEED $500,000 FOR ADDITIONAL BERNAL RESERVES AND $150,000 FOR TRANSACTION COSTS FROM THE ESTIMATED $2,380,000 IN LOAN REPAYMENTS TO THE AUTHORITY

Commissioner Clark stated that he had the opportunity to question the representatives of Goldfarb and Lipman as well as CSG Financial Advisors and has concluded that executing these documents are in the best interests of the Housing Authority and will not add to the risk of the deal that was entered in 1999.

President Palega commented that the Commission was concerned about the actual obligation of public housing with regards to the tax credit. The Commission learned that this agreement simply leverages tax credit so the loaner can collect more tax credit on its loan to the borrower. The Housing Authority stands to benefit $2.3 million.

In response to Commissioner Clark's question, David Esparza, Chief Financial Director and Barbara Smith, Administrator for Housing Development and Modernization, both stated that it was in the best interests of the SFHA and they recommend the approval of this resolution.

Commissioner Clark moved to approve Resolution No. 5084. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5084 was carried by a unanimous vote.

Resolution No. 5085

(B) RESOLUTION APPROVING THE REPAYMENT AGREEMENT BETWEEN THE SAN FRANCISCO HOUSING AUTHORITY AND THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT **IN AN AMOUNT NOT TO EXCEED $1,400,000 [AS AMENDED]**

Mike Roetzer, Administrator for Management Services explained the details of this resolution. Mr. Roetzer stated that the execution of this resolution would allow the Housing Authority to enter into a repayment agreement with HUD. Previously, there was

an OIG report that covered the period of March 1996 to September of 1999. The Housing Authority was under the control of HUD from March 1996 to September of 1997. Prior to the OIG issued report in March of 2000, the SFHA staff and Commissioners had worked to resolve all of the findings and recommendations, but were unable to do so in some cases. The Section 8 issues were resolved, however a number of findings in the low-income program area were not closed. Mr. Roetzer explained that the Commission's action would conclude the open findings of March 2000. The agreement and resolution do not include a dollar figure because of a commitment from HUD, which would allow the SFHA to make the first payment and before the second payment the HUD staff will assist the SFHA to reconcile the final amount owed. The estimated amount is $1.4 million, but the actual amount will be less than that. The money will come from the SFHA non-federal funds and be moved into the SFHA federal accounts. So, except for the $43,711, the money will continue to be available to spend on resident services, maintenance and all of the normal incurred costs of the low-income budget.

President Palega asked the Agency Counsel to read the amendment of the resolution. Ms. Martin stated that the resolution language should conclude with, in an amount not to exceed $1,400,000.

Commissioner Clark inquired about the terms and duration of the agreement. Mr. Roetzer responded that the repayment is based on the availability of non-federal funds, but the SFHA will commit a percentage of non-federal funds each fiscal year to the operating subsidies. Commissioner Clark asked when the exact amount owed to HUD would be known. Mr. Roetzer stated that the first transfer would be made in February, and HUD is allowing a one-year window period to settle on a final amount and staff will report back to the Commission at that time. In response to Commissioner Clark's follow-up questioning, Mr. Roetzer stated that the underlying issues that have caused the SFHA to owe this money, have been resolved.

President Palega asked Ms. Martin if she would be involved in the resolution of the payment. Ms. Martin affirmatively responded.

Commissioner Brown moved to approve Resolution No. 5085 as amended. Commissioner Gans seconded the motion. The motion to approve Resolution No. 5085 as amended, was approved by a unanimous vote.

16. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Clark moved to adjourn the meeting and Vice President Lee seconded the motion. President Palega adjourned the regularly scheduled meeting of February 13, 2003 at 6:37 p.m.

Gregg Fortner, Secretary/Executive Director

Sululagi Palega, President

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7/03

Commission Meeting

PACKET

February 27, 2003

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NOTICE

THE REGULARLY SCHEDULED MEETING OF THE
SAN FRANCISCO HOUSING AUTHORITY COMMISSION
WILL BE HELD ON THURSDAY, FEBRUARY 27, 2003 AT 4:00 P.M.
AT 440 TURK STREET, SAN FRANCISCO, CALIFORNIA, 94102

AGENDA
February 27, 2003

1. ROLL CALL

   Sululagi Palega, Sr., President
   Julie Lee, Vice President
   George R. Brown, Commissioner
   Betty J. Smith, Commissioner
   Andrew J. Clark, Commissioner
   Neola Gans, Commissioner

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

   - February 13, 2003 Regular Commission Meeting

4. GENERAL COMMUNICATIONS

5. REPORT OF SECRETARY

6. COMMITTEE REPORTS

   Diversity Committee – Nothing to Report
   Finance Committee – Report of February 25, 2003 Meeting
   Personnel Committee – Nothing to Report

7. REPORT OF AGENCY COUNSEL

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8. TENANT REPRESENTATIVE REPORT:

City Wide Council - Senior/Disabled
Public Housing Tenants Association (PHTA)

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

10. UNFINISHED BUSINESS - None

11. NEW BUSINESS

(A) RESOLUTION AUTHORIZING THE IMPLEMENTATION OF THE NEW FLAT RENT SCHEDULE THAT WILL REPLACE CEILING RENTS AS ONE OF THE RENT PAYMENT OPTIONS IN PUBLIC HOUSING, AS APPROVED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) IN THE SAN FRANCISCO HOUSING AUTHORITY AGENCY PLAN AND ADMISSIONS AND CONTINUED OCCUPANCY POLICY, TO BEGIN FISCAL YEAR 2003

12. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

13. COMMISSIONER'S COMMENT AND REPORT

14. CLOSED SESSION

A Closed session is scheduled with the Executive Director, Agency Counsel and outside counsel under Government Code Section §54956.9 (b)(1) to discuss pending litigation (case name unspecified to avoid jeopardizing existing settlement negotiations).

15. RECONVENING OF COMMISSION MEETING

16. ADJOURNMENT

GREGG FORTNER, Secretary/Executive Director

A

SAN FRANCISCO HOUSING AUTHORITY

EXECUTIVE OFFICE

440 TURK STREET • SAN FRANCISCO, CA 94102 • PHONE (415) 554-1296• FAX (415) 241-1029

February 27, 2003

TO: San Francisco Housing Authority Commission

Sululagi Palega, Sr. President
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew J. Clark, Commissioner
Neola Gans, Commissioner

FROM: Gregg Fortner, Secretary/Executive Director

SUBJECT: **RESOLUTION AUTHORIZING THE IMPLEMENTATION OF THE NEW FLAT RENT SCHEDULE THAT WILL REPLACE CEILING RENTS AS ONE OF THE RENT PAYMENT OPTIONS IN PUBLIC HOUSING, AS APPROVED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) IN THE SAN FRANCISCO HOUSING AUTHORITY AGENCY PLAN AND ADMISSIONS AND CONTINUED OCCUPANCY POLICY, TO BEGIN IN FISCAL YEAR 2003.**

OVERVIEW

In 1998, the Department of Housing and Urban Development (HUD) through regulations outlined in the Quality Housing and Work Responsibility Act (QHWRA), Section 523, required housing authorities to establish and implement a flat rent schedule as one of the rent payment options for public housing residents. Flat rents are based on the market rents charged for comparable units in the private unassisted rental market.

In April 2002, the Commission approved resolution 5031, authorizing the expenditure of public housing operating funds to hire a state certified appraiser, to conduct a comparability study to determine the "market value" for public housing units. Data was collected from 44 of the SFHA developments, excluding the HOPE VI sites. The appraisals utilized the Section 8 rent reasonableness of comparable housing as a benchmark to establish flat rents for the public housing units. The analysis included relevant factors such as age, location, condition, amenities, design, size of units, utilities, and rents charged for unassisted similar housing. The study has been completed and a matrix of the schedule is attached.

On the schedule the column identified as the "assessed market rent" is highlighted. The assessed market rent is technically the new flat rent that will be applied to a specific unit size, based on its location. However, in order to implement this schedule with the least amount of disruption, and to continue to provide a reasonable rent payment option for the residents, SFHA will phase in the new rent values over a two-year period.

The new schedule will be effective immediately, though, it will not impact existing residents until the first re-certifications begin in May, 2003, due to noticing requirements that are mandated when there is a change in rent.

A public notice was placed in the San Francisco Chronicle, San Francisco Examiner, Sing Tao Daily, and the San Francisco Bayview on January 25th. The notice informed the public that the schedule for the new flat rents in public housing was available for review at 440 Turk and at the District offices. A Resident Advisory Board meeting was held on February 6th to inform residents about the new schedule.

OBJECTIVE

The objective is to be in compliance with the HUD approved SFHA Annual Plan and the SFHA Admissions and Continued Occupancy Policy (ACOP). The documents state that SFHA would establish and implement a new flat rent schedule in fiscal year 2003.

PRESENT SITUATION

Residents of public housing are given an opportunity to elect the lower of two rent payment options: 1) income-based rent, or 2) a ceiling rent. When a resident chooses to pay an income-based rent, it is usually due to that amount being lower than the ceiling rent for the unit size. If a resident pays a ceiling rent, which is the maximum amount of rent that can be charged for the unit, it generally means that the income based rent is higher. The resident benefits from the lower ceiling rent.

The ceiling rent program began in November of 1994. It was designed to assist working families by placing a maximum on the rent charged for a unit based on the number of bedrooms. A family could benefit from the ceiling rent for up to 60 cumulative months, after such time the family's rent would increase back to the income based level, usually 30 % of their adjusted monthly income.

HUD allowed housing authorities the opportunity to extend the use of the ceiling rent schedule for a period of three years beyond the new regulation's effective date of October 1, 1999. However, after October 1, 2002, housing authorities are required to have a flat rent schedule in place based on respective market conditions in an area. Flat rents will replace the ceiling rent schedule that is currently in place as one of the rent payment options for residents living in the San Francisco Housing Authority developments.

WHO BENEFITS

The SFHA will benefit from the increased revenue that will result from the new rent schedules. Residents will continue to benefit because they will still have a choice in rent payment options. Both entities benefit because the increase revenues will ensure SFHA's ability to maintain its properties.

BUDGET CONSIDERATION

The implementation of the flat rent schedule as a rent payment option will provide increased revenue to the Low Income Operating Budget.

RECOMMENDATION

Staff recommends approval of this resolution.

(Prepared by Naja W. Boyd)

RESOLUTION NO._____
DATE ADOPTED _____

RESOLUTION AUTHORIZING THE IMPLEMENTATION OF THE NEW FLAT RENT SCHEDULE THAT WILL REPLACE CEILING RENTS AS ONE OF THE RENT PAYMENT OPTIONS IN PUBLIC HOUSING, AS APPROVED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) IN THE SAN FRANCISCO HOUSING AUTHORITY AGENCY PLAN AND ADMISSIONS AND CONTINUED OCCUPANCY POLICY, TO BEGIN IN FISCAL YEAR 2003.

WHEREAS, the San Francisco Housing Authority (SFHA) must comply with the Department of Housing and Urban Development (HUD), regulations from the Quality Housing and Work Responsibility Act, Section 523, which requires all public housing authorities to establish Flat Rents for all public housing units; and

WHEREAS, the SFHA hired a State Certified Appraiser to conduct a comparability study to determine the market rent value for all unit types in the 44 public housing developments; and

WHEREAS, the new flat rent schedule was developed based on the market study of rent reasonableness and market valuations; and

WHEREAS, the new flat rent schedule will be phased in over a two year period; and

WHEREAS, the ceiling rent schedule will be phased out and will no longer be a rent payment option, as the new flat rents are implemented; and

WHEREAS, the residents of public housing will continue to have a choice in their method of rent payment between flat rent or income-based rent;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. Flat rents will become one of the rent payment choices for public housing residents

2. This resolution will be effective immediately.

APPROVED AS TO FORM AND LEGALITY:

Donna Martin
General Counsel

2-21-03
Date

REVIEWED BY:

Gregg Fortner
Executive Director

2/21/03
Date

FLAT RENT ANALYSIS
1/10/03

DEV #	DEVELOPMENT INFORMATION	CEILING RENT	FAIR MARKET RENT	ASSESSED MARKET RENT	FLAT RENT FY03	FLAT RENT FY04
1	HOLLY COURTS					
	1 bedroom	421	1,616	1,000	711	1,000
	2 bedroom	495	2,043	1,350	923	1,350
	3 bedroom	619	2,808	1,750	1,185	1,750
2/8	POTRERO TERRACE/ANNEX					
	1 bedroom	421	1,616	600	511	600
	2 bedroom	495	2,043	1,450	973	1,450
	3 bedroom	619	2,808	1,800	1,210	1,800
	4 bedroom	693	2,965	1,950	1,322	1,950
	5 bedroom	797	3,410	2,100	1,449	2,100
3/48	SUNNYDALE/VELASCO					
	Studio	347	1,248	900	624	900
	1 bedroom	421	1,616	1,150	786	1,150
	2 bedroom	495	2,043	1,450	973	1,450
	3 bedroom	619	2,808	1,800	1,210	1,800
	4 bedroom	693	2,965	1,950	1,322	1,950
	5 bedroom	797	3,410	2,100	1,449	2,100
6	WESTSIDE COURTS					
	1 bedroom	421	1,616	1,000	711	1,000
	2 bedroom	495	2,043	1,200	848	1,200
	3 bedroom	619	2,808	1,500	1,060	1,500
	4 bedroom	693	2,965	2,000	1,347	2,000
7	WESTBROOK APTS.					
	1 bedroom	421	1,616	1,050	736	1,050
	2 bedroom	495	2,043	1,350	923	1,350
	3 bedroom	619	2,808	1,650	1,135	1,650
	4 bedroom	693	2,965	1,800	1,247	1,800
	5 bedroom	797	3,410	1,950	1,374	1,950
10	PING YUEN					
	1 bedroom	421	1,616	1,400	911	1,400
	2 bedroom	495	2,043	1,650	1,073	1,650
	3 bedroom	619	2,808	1,850	1,235	1,850
	4 bedroom	693	2,965	2,000	1,347	2,000
11	ALEMANY					
	1 bedroom	421	1,616	1,200	811	1,200
	2 bedroom	495	2,043	1,600	1,048	1,600
	3 bedroom	619	2,808	2,100	1,360	2,100
	4 bedroom	693	2,965	2,250	1,472	2,250

FLAT RENT ANALYSIS
1/10/03

DEV #	DEVELOPMENT INFORMATION	CEILING RENT	FAIR MARKET RENT	ASSESSED MARKET RENT	FLAT RENT FY03	FLAT RENT FY04
12	HUNTERS POINT WEST					
	1 bedroom	421	1,616	1,050	736	1,050
	2 bedroom	495	2,043	1,350	923	1,350
	3 bedroom	619	2,808	1,650	1,135	1,650
	4 bedroom	693	2,965	1,800	1,247	1,800
	5 bedroom	797	3,410	1,950	1,374	1,950
	6 bedroom	901	3,855	2,100	1,501	2,100
13	HUNTERS POINT EAST					
	1 bedroom	421	1,616	1,050	736	1,050
	2 bedroom	495	2,043	1,350	923	1,350
	3 bedroom	619	2,808	1,650	1,135	1,650
	4 bedroom	693	2,965	1,800	1,247	1,800
15	HUNTERS' VIEW					
	1 bedroom	421	1,616	1,050	736	1,050
	2 bedroom	495	2,043	1,350	923	1,350
	3 bedroom	619	2,808	1,650	1,135	1,650
	4 bedroom	693	2,965	1,800	1,247	1,800
	5 bedroom	797	3,410	1,950	1,374	1,950
16	ALICE GRIFFITH					
	1 bedroom	421	1,616	1,100	761	1,100
	2 bedroom	495	2,043	1,400	948	1,400
	3 bedroom	619	2,808	1,750	1,185	1,750
	4 bedroom	693	2,965	1,900	1,297	1,900
	5 bedroom	797	3,410	2,050	1,424	2,050
17	ROSA PARKS					
	studio	347	1,616	850	599	850
	1 bedroom	421	2,043	1,175	798	1,175
	2 bedroom	495	2,808	1,550	1,023	1,550
	3 bedroom	619	2,808	1,938	1,278	1,938
	4 bedroom	693	2,965	2,170	1,432	2,170
18	PING YUEN NORTH					
	Studio	347	1,248	1,075	711	1,075
	1 bedroom	421	1,616	1,400	911	1,400
	2 bedroom	495	2,043	1,650	1,073	1,650
	3 bedroom	619	2,808	1,850	1,235	1,850
	4 bedroom	693	2,965	2,000	1,347	2,000
20	JFK TOWERS					
	studio	347	1,248	1,000	674	1,000
	1 bedroom	421	1,616	1,300	861	1,300
21	MISSION DELORES					
	studio	347	1,248	1,100	724	1,100
	1 bedroom	421	1,616	1,400	911	1,400

FLAT RENT ANALYSIS
1/10/03

DEV #	DEVELOPMENT INFORMATION	CEILING RENT	FAIR MARKET RENT	ASSESSED MARKET RENT	FLAT RENT FY03	FLAT RENT FY04
22	WOODSIDE GARDENS					
	studio	347	1,248	1,000	674	1,000
	1 bedroom	421	1,616	1,200	811	1,200
23	990 PACIFIC AVENUE					
	studio	347	1,248	1,075	711	1,075
	1 bedroom	421	1,616	1,400	911	1,400
24	227 BAY STREET					
	studio	347	1,248	1,075	711	1,075
	1 bedroom	421	1,616	1,400	911	1,400
25	350 ELLIS STREET					
	studio	347	1,248	900	624	900
	1 bedroom	421	1,616	1,050	736	1,050
26	THRIFT STREET					
	3 bedroom	619	2,808	2,100	1,360	2,100
27	18TH/DORLAND					
	studio	347	1,248	1,100	724	1,100
	1 bedroom	421	1,616	1,400	911	1,400
28	462 DUBOCE					
	studio	347	1,248	1,100	724	1,100
	1 bedroom	421	1,616	1,400	911	1,400
29	COLERIDGE					
	3 bedroom	619	2,808	1,750	1,185	1,750
30	LUNDY LANE					
	4 bedroom	693	2,965	1,950	1,322	1,950
31	320/330 CLEMENTINA					
	studio	347	1,248	850	599	850
	1 bedroom	421	1,616	990	706	990
32	666 ELLIS STREET					
	studio	347	1,248	900	624	900
	1 bedroom	421	1,616	1,050	736	1,050
33	1760 BUSH STREET					
	studio	347	1,248	1,050	699	1,050
	1 bedroom	421	1,616	1,250	836	1,250
	2 bedroom	495	2,808	1,800	1,148	1,800
34	1880 PINE STREET					
	studio	347	1,248	1,050	699	1,050
	1 bedroom	421	1,616	1,250	836	1,250
	2 bedroom	495	2,043	1,800	1,148	1,800

FLAT RENT ANALYSIS
1/10/03

DEV #	DEVELOPMENT INFORMATION	CEILING RENT	FAIR MARKET RENT	ASSESSED MARKET RENT	FLAT RENT FY03	FLAT RENT FY04
35	4101 NORIEGA					
	2 bedroom	495	2,043	1,800	1,148	1,800
	3 bedroom	619	2,808	2,100	1,360	2,100
	4 bedroom	693	2,965	2,250	1,472	2,250
37	363 NOE STREET					
	studio	347	1,248	1,100	724	1,100
	1 bedroom	421	1,616	1,400	911	1,400
38	GREAT HIGHWAY					
	2 bedroom	495	2,043	1,800	1,148	1,800
	3 bedroom	619	2,808	2,100	1,360	2,100
39	2698 CALIFORNIA STREET					
	studio	347	1,248	1,000	674	1,000
	1 bedroom	421	1,616	1,300	861	1,300
40	25 SANCHEZ STREET					
	studio	347	1,248	1,100	724	1,100
	1 bedroom	421	1,616	1,400	911	1,400
41	345 ARGUELLO					
	studio	347	1,248	1,065	706	1,065
	1 bedroom	421	1,616	1,260	841	1,260
42	491 31ST STREET					
	studio	347	1,248	1,050	699	1,050
	1 bedroom	421	1,616	1,300	861	1,300
43	1750 MCALLISTER					
	studio	347	1,248	1,300	824	1,248
	1 bedroom	421	1,616	1,500	961	1,500
46	939 EDDY					
	studio	347	1,248	950	649	950
	1 bedroom	421	1,616	1,275	848	1,275
47	951 EDDY					
	studio	347	1,248	1,260	804	1,248
	1 bedroom	421	1,616	1,530	976	1,530
	2 bedroom	495	2,043	1,800	1,148	1,800
	3 bedroom	619	2,808	2,250	1,435	2,250
49	430 TURK STREET					
	studio	347	1,248	1,050	699	1,050
	1 bedroom	421	1,616	1,200	811	1,200
51	ROBERT PITTS					
	2 bedroom	495	2,043	1,700	1,098	1,700
	3 bedroom	619	2,808	1,800	1,210	1,800
	4 bedroom	693	2,965	1,950	1,322	1,950

FLAT RENT ANALYSIS
1/10/03

DEV #	DEVELOPMENT INFORMATION	CEILING RENT	FAIR MARKET RENT	ASSESSED MARKET RENT	FLAT RENT FY03	FLAT RENT FY04
50	SAN JULES APTS.					
	3 bedroom	619	2,808	1,800	1,210	1,800
	RANDOLPH/HEAD					
	3 bedroom	619	2,808	2,100	1,360	2,100
	4 bedroom	693	2,965	2,200	1,447	2,200
	HAYES VALLEY					
	1 bedroom	421	1,616	1,616	1,019	1,616
	2 bedroom	495	2,043	2,043	1,269	2,043
	3 bedroom	619	2,808	2,808	1,714	2,808
	BERNAL DWELLINGS					
	1 bedroom	421	1,616	1,616	1,019	1,616
	2 bedroom	495	2,043	2,043	1,269	2,043
	3 bedroom	619	2,808	2,808	1,714	2,808
	4 bedroom	693	2,965	2,965	1,829	2,965
	PLAZA EAST					
	1 bedroom	421	1,616	1,616	1,019	1,616
	2 bedroom	495	2,043	2,043	1,269	2,043
	3 bedroom	619	2,808	2,808	1,714	2,808
	4 bedroom	693	2,965	2,965	1,829	2,965

3/13/03

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27/03

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, February 27, 2003

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, February 27, 2003, at 4:00 p.m.

President Sululagi Palega called the meeting to order at 4:14 p.m.

1. ROLL CALL

Roll call found the following members to be:

PRESENT: *Sululagi Palega, Sr., President*
Julie Lee, Vice President
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner
Neola Gans, Commissioner

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A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director*
Ms. Donna Martin, General Counsel

2. APPROVAL OF AGENDA

Commissioner Smith moved to approve the agenda. Commissioner Gans seconded the motion. The motion to approve the agenda was unanimously passed.

3. APPROVAL OF MINUTES

Vice President Lee moved to approve the minutes of the February 13, 2003 Regular Commission Meeting. Commissioner Gans seconded the motion. The motion to approve the minutes of the February 13, 2003 Regular Commission Meeting was passed by a unanimous vote.

4. GENERAL COMMUNICATIONS

Executive Director Gregg Fortner reviewed the contents of the Commission folder. Mr. Fortner first reported on the SFHA correspondence reply to Director Joyce Lee of the

HUD Office of Public Housing. The SFHA responded to the five observations and four recommendations of HUD with strategies and timetables for the improvements. Also included in the folder was a memorandum regarding the Public Housing Operations Conventional Housing Lease-Up status. Detailed were the number of people scheduled for appointments in February and the number of those who showed up. Mr. Fortner also explained the lease-up schedule for March and April.

5. REPORT OF SECRETARY

Executive Director Gregg Fortner reported that the federal budget for 2003 was passed that week. Whether there would be utilities allowance reimbursements was still in question. Mr. Fortner explained that the Section 8 Block grant would now be given to the state versus directly to the various Housing Authorities. This will result in the state only funding what they have money for, and will add another layer of bureaucracy. Mr. Fortner acknowledged Eddie Kittrell and the passing of his mother. Mr. Fortner stated that the Authority's thoughts are with the family. Mr. Fortner then announced that Rev. George Woodruff would be sworn in as a new Commissioner on Friday, March 7, 2003 at 4:30p.m.

Commissioner Clark asked how often does HUD correspond with the Housing Authority. Mr. Fortner answered that there is no set time table, but the Authority receives HUD correspondence about ten times a month.

6. COMMITTEE REPORTS

Diversity Committee
Commissioner Smith reported that she and Commissioner Gans attended the NOAH conference in Washington, D.C. About 10 tenants attended as well. The topics discussed were lead-based paint, mold, second-hand smoke, and pests. Commissioner Smith stated that Executive Director Gregg Fortner gave an impressive lecture on getting people out to vote.

Mr. Fortner added that over 300 people attended the NOAH Conference. The tenant representatives used funding from the Housing Authority's allocated monies of the tenant associations.

Finance Committee
President Palega announced that the Finance Committee met on February 25, 2003 at 4:30 p.m. All of the Commissioners on the committee were in attendance. President Palega stated that they were briefed on Valencia Gardens and the prospects of Senior Housing being built. The low-income budget was examined and it should be at 33% but was only at 32%. Travel policies were also reviewed.

Commissioner Clark added that he was concerned about the escalating price of housing, and it was helpful to have everyone involved in finance present. Commissioner Clark asked for time to digest the material as well as discuss it with his Commission colleagues.

President Palega requested that all Commissioners receive a copy of the Finance Committee information. Commissioner Brown stated that the biggest concern was the collection of rent and that the Authority is headed for a surplus.

Personnel Committee
No report.

7. REPORT OF AGENCY COUNSEL

General Counsel Donna Martin, informed the Commission that a closed session would be held to discuss pending litigation matters.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled

President William Vitale commented that they are looking forward to the March 10, 2003 meeting, when Mr. Fortner, Ms. Boyd, Mr. Fazzio, and Mr. Leonor will be present.

Public Housing Tenants Association (PHTA)

No representative was present.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

William Vitale of the City Wide Council – Senior/ Disabled requested that a letter be sent to the senior communities to explain the flat rent system. Mr. Vitale stated that the seniors do not want to be priced into the street.

Mirna Escobar of the Bilingual Community Advocates requested that Valencia Gardens be built somewhere else. Ms. Escobar also referenced lay-away apartments. She described this as people going to the hospital for an extended period of time while their unit is vacant. During this period the tenant would let their friends or family reside in the unit. Ms. Escobar requested a policy review concerning this matter

10. UNFINISHED BUSINESS:

There was no unfinished business.

11. NEW BUSINESS

Resolution No. 5086

(A) RESOLUTION AUTHORIZING THE IMPLEMENTATION OF THE NEW FLAT RENT SCHEDULE THAT WILL REPLACE CEILING RENTS AS ONE OF THE RENT PAYMENT OPTIONS IN PUBLIC HOUSING, AS APPROVED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) IN THE SAN FRANCISCO HOUSING AUTHORITY AGENCY PLAN AND ADMISSIONS AND CONTINUED OCCUPANCY POLICY, TO BEGIN FISCAL YEAR **2002-2003 [AS AMENDED]**

Naja Boyd, Deputy Executive Director explained the details of this resolution. The passing of this resolution would enable the Housing Authority to institute the new flat rent option as required by a 1998 HUD mandate. The flat rent rates would be based on the unassisted market value of neighborhood properties. Data was compiled from forty-four developments. Ms. Boyd stated that the increased rent would be phased over a two-year period and residents would always have an option to pay lower of the flat rent, or income-based rent. Ms. Boyd explained that the ceiling rent was a universal amount applied to all developments, but the flat rent rate would be determined by the neighborhood.

Executive Director Gregg Fortner added that the resolution should read fiscal year 2002-2003. President Palega asked if this would immediately be implemented. Ms. Boyd answered yes, but the neighborhood analysis had just been completed in January. President Palega also asked if there had been outreach meetings. Ms. Boyd responded that the flat rent was included in the PHA planning and was discussed at a resident advisory board meeting. Ms. Boyd estimated that about 400 units would be affected. President Palega asked if people on a fixed income would only pay 30% of their income. Ms. Boyd answered that residents will always have a choice in their method of payment. Mr. Fortner added that the flat rent reflects the current market condition and the Housing Authority must be in compliance with the law.

Ms. Boyd explained that each development's flat rent, over the next two years, was determined by assessing the market rate, subtracting the ceiling rent, and dividing it by two years. Mr. Fortner then explained that a neighborhood market assessment was completed for each neighborhood and that is how the flat rent was determined for the various developments.

In response to Commissioner Smith's inquiry, Ms. Boyd stated that determining the market value of SFHA properties was completed by a private company. The analysis took

into account age, location, condition, amenities, design, size of units, utilities, and rents charged for unassisted similar housing.

Commissioner Clark asked whether residents who choose the ceiling rent would have the option to change. Ms. Boyd stated that residents have an annual reexamination and during that time, they will have the option to change and pay the lower of the two. If a resident falls on hard times, the person can have an interim exam before their annual date. Commissioner Clark then asked what the date of the assessment was. Ms. Boyd replied that it was completed in January. Commissioner Clark also asked if the flat rents would be implemented in 2004. Ms. Boyd said yes and no appraisal was necessary for the next 3-5 years. Commissioner Clark asked if it was safe to conclude that rents are going up. President Palega interjected that in 2004 everything will go up to market value. As the rents go up, diversity is minimized because the people cannot afford it. President Palega made various comparisons between the neighborhoods of the developments and stated that he was concerned as to how the assessment was done because near Potrero Terrace, there are million dollar homes. Mr. Fortner explained that the neighborhoods within ½ mile radius were examined. Of that neighborhood, only rentals were taken into consideration.

Commissioner Clark asked if the HOPE VI projects were used in the assessment. Ms. Boyd answered that they were not included because the HOPE VI projects are based on a tax credit system. Mr. Fortner added that the HOPE VI projects were assessed when they were built. Barbara Smith, Administrator for Housing Development and Modernization added that the flat rents of the HOPE VI projects are capped at the tax credit limit otherwise they would have very high rents. Mr. Fortner added that the developments cannot go up to fair market rent if the surrounding properties don't. Commissioner Clark asked to review the appraiser's conclusive documents.

Commissioner Clark asked if there is anything the Authority can do to soften the blow of the increased rent. Ms. Boyd stated that the 2-year phase in period is designed to do that. Commissioner Clark stated that income-based rent is one solution to minimizing the cost of rent, but asked if the staff could think of another. Mr. Fortner commented that by law, residents have a choice between the two.

Commissioner Brown asked whose income the rent is based on. Ms. Boyd answered that all income that comes into the household must be accounted form, if a tenant earns more than $3,000 a year. Mr. Fortner stated that income-based rent is 30% of the adjusted incomes. He added that the flat rent option would affect anyone paying ceiling rent now.

Commissioner Clark asked if the rent of the HOPE VI developments compare to those in other public housing developments. Ms. Smith stated that the residents of HOPE VI projects must have an income that is 60% of the median or 50% maximum so the flat rents are lower. Commissioner Clark asked what was the average rent of a two-bedroom apartment in a HOPE VI project. Ms. Smith answered $1,300.

Commissioner Lee asked if the Housing Authority was exempt from rent control in San Francisco. Mr. Fortner answered yes, because the SFHA adheres to federal law, and that supercedes the local law. Commissioner Lee asked Naja to make sure the SFHA gives the residents at least 60 days of notice.

Commissioner Lee moved to approve Resolution No. 5086. Commissioner Smith seconded the motion. The motion to approve Resolution No. 5086 was unanimously passed.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Jacquelina Laurent was not present to address the Commission.

Genie Bowie complained that seniors are being abused at 462 Duboce by the property manger. She stated that homosexuals are having sex in the garage and requested that it be investigated. Ms. Bowie stated that the seniors in these units are not represented by the tenant association.

13. COMMISSIONER COMMENTS AND REPORTS

Commissioner Clark announced that the National Basketball Association would be holding a basketball summer camp for inner city children in Lake Tahoe. He requested that Kevin Restani make a presentation to the Commission regarding this. Commissioner Clark also asked for a list of the tenant associations, officers and addresses.

14. CLOSED SESSION

President Palega announced that the Commission had concluded its public business and would go into closed session. A Closed session was scheduled with the Executive Director, Agency Counsel and outside counsel under Government Code Section §54956.9 (b)(1) to discuss pending litigation (case name unspecified to avoid jeopardizing existing settlement negotiations). The Commission went into closed session at 5:29 p.m.

15. RECONVENING OF THE COMMISSION MEETING

The Commission reconvened at 6:34 p.m. The Commission met in closed session to discuss the items noticed on the agenda. The Commissioners present in the closed session were President Palega, Vice President Lee and Commissioners Smith, Brown, Gans, and Clark. President Palega stated that the Commission would continue to meet to discuss their legal obligations. Commissioner Clark added that the SFHA is exploring its relationship with the City Attorney's office to assist in SFHA litigation, especially in dealing with the insurance coverage defense. Commissioner Clark stated that Donna Martin is doing an excellent job and should receive the assistance she needs

16. ADJOURNMENT

There being no further business to come before the Commission, Commissioner Clark moved to adjourn the meeting and Vice President Lee seconded the motion. President Palega adjourned the regularly scheduled meeting of February 27, 2003 at 6:40 p.m.

Gregg Fortner, Secretary/Executive Director

Sululagi Palega, President